**[Faizal.359427@2freemail.com](mailto:Faizal.359427@2freemail.com)**

**Objective:**

Seeking a challenging and responsible position in dynamic organization with stimulating environment that can utilize my education and experience. Looking for an opportunity where I can attest my abilities and skills.

**Work Experience**

Having 5 years Extensive Experience as a office assistant in Abu Dhabi, UAE

Organization : ABU DHABI NATIONAL TAKAFUL COMPANY. psc

**Job Responsibilities**

* Forwards information by receiving and distributing communications; collecting and mailing correspondence; copying information.
* Maintains supplies by checking stock to determine inventory levels; anticipating requirements; placing and expediting orders; verifying receipt; stocking items; delivering supplies to work stations.
* Maintains equipment by completing preventive maintenance; troubleshooting failures; calling for repairs; monitoring equipment operation; monitoring and purchasing meter fund
* Maintains office schedule by picking-up and delivering items using automobile.
* Serves customers by backing-up receptionist; answering questions; forwarding messages; confirming customer orders; keeping customers informed of order status.
* Updates job knowledge by participating in educational opportunities.
* Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

**Skills and Qualification**

Office Experience - General, Scheduling, Telephone Skills, Typing, Documentation Skills, Meeting Planning, Verbal Communication, Written Communication, Dependability, Attention to Detail, Administrative Writing Skills.

Complete the SSLC IN 2008 at Nabeesa Ammal Matriculation and High School.

**Personal Traits**

Ability to work independently and manage numerous tasks quickly & accurately and efficiently.

Willing to work hard in dynamic environment

Quick learner with proven ability to grow and lead a team

Self motivated dynamic and result oriented can work long hours

**Personal Information:**

**Date of Birth** : 09/07/1989

**Nationality** : Indian

**Marital Status** : Single

**Languages Known** : English, Hindi and Tamil& Malayalam

**Passport Details**

**Place of Issue : Madurai**

**Issued on : 23/02/2016**

**Valid till : 22/02/2026**

**Reference Available on request**

I hereby above details am correct to the best of my knowledge

Thank you,