

yasar

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# Experience Summary:

* Over 4 years of experience in handling various types of clerical responsibilities and highly confidential tasks with efficiency.
* Maintained accuracy in sorting, filtering, copying, and documenting procedures.
* Efficient punctual and able to multi-task in past-paced environments.
* PC proficient with in-depth knowledge of MS Office.

# PROFESSIONAL EXPERIENCE:

**Organization :** QUICK TYRE AUTO CARE - Dubai.

**Designation :** General Office Clerk

**Duration :** 4 Years (18 July 2012 to present)

**JOB RESPONSIBILITIES:**

* Proficient in maintaining files and records in a safe and confidential manner.
* Skilled in sorting and distributing mail to intended recipients within the organization, and ensuring that outgoing mail is expedited.
* Assisted in typing and distribution of confidential letters for senior members daily.
* Create and maintain office records in both paper and electronic formats.
* Scan incoming mail for recipient information and distribute letters and parcels to intended recipients.
* Operate office equipment such as copiers, scanners and fax machines and ensure that they are maintained efficiently.
* Provide travel and accommodation support to executives by ensuring that details of both are handled in a timely manner.
* Maintain and update office files, inventory, mailing lists, and database systems.
* Collect information needed by the office staff or supervisors.
* Prepares letters and other correspondences.
* Do simple bank transactions and basic book keeping for the company.
* Arrange for the repair or troubleshoot of office equipment.

# SKILL SET:

* **Operating Systems :** MS-Windows XP & Above.
* **Computer Literacy :** Computer operations, related software and office equipment – **MS Office (Word, Excel, Power Point, Outlook)**, scanners and printers.
* Communication and listening skills.
* Types 45 wpm.
* Knowledge about critical analysis and organizational management.
* Attentive and highly self-motivated professional.
* Ability to follow the directions correctly.

# ACADEMIC BACKGROUND:

I have done **MBA** in major of **MASTER** **OF BUSINESS ADMINISTRATION** with 60.1% on June 2016 from ANNAMALAI UNIVERSITY, CHIDAMBARAM state of TAMILNADU, INDIA.

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| **INSTITUTE/UNIVERSITY** | **DEGREE/EXAMINATION** | **PERCENTAGE** | **YEAR** |
| TBMLC  PORAYAR | B.Sc  COMPUTER SCIENCE | 63% | 2012 |
| S.M.H.S  SIRKALI | HSC | 54% | 2009 |
| S.M.H.S  SIRKALI | SSLC | 58% | 2007 |

# CERTICATION COURSES:

* Diploma Hardware and Networking Engineering at Microchip InfoTech with Inplant Training on Manufacturing Operations at LENOVO (INDIA) PVT.Ltd.



* Diploma in COMPUTER APPLICATION (DCA) at CSC COMPUTER EDUCATION.

# STRENGTHS:

* Good communication skills.
* Coordination and organizational abilities.
* Able to do work individually as well as in team.
* Hard-working with lots of patience.
* Adaptability to changing the environment and trends.

# DECLARATION:

I hereby declare that the above mentioned particulars are true to the best of my knowledge and belief.