**CURRICULUM VITAE**

**SYED**

**E-mail:** **syed.382164@2freemail.com**

**OBJECTIVE:**

Seeking for an Office boy job in a corporate office where I can utilize my administrative skills and adapt new abilities.

**WORKING EXPERIENCE:**

Duties implied on me includes attending phone calls and managing intercoms, organizing files of different sections at proper place, taking and giving messages on behalf of some busy office person, responding to the basic queries of a visitors, scheduling the appointments, keeping required papers ready on the day of appointment or meeting.

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| **WORK EXPERIENCE** |  |
| **1. Company Name** |  | **: Land OF Dreams Business Centre & Real Estate Broker** |
|  |  | **Dubai, U.A.E** |
| **Position** | **: Office Assistant** |
| **Duration** | **: From June 2017 till date** |
| **JOB RESPONSIBILITIES:** |  |

* To manage and organize overall papers and files.
* To type down necessary papers for the office.
* To respond all the calls very sincerely and respectfully.
* To respond any basic query of visitors.
* To be capable of managing complex and multifaceted tasks.
* To schedule meetings and appointments with effective time management skills.
* Effective in handling various kinds of customers.
* Coordinating with buyers and sending perfect data`s in time
* Improve proper efficiency standards to ensure better performance.

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|  |  | **2. Company Name** | **: Well Fit Pvt Ltd, Chennai** |  |
|  |  | **Position** | **: Office Assistant cum Driver** |  |
|  |  | **Duration** | **: From June 2015 to January 2017** |  |

**JOB RESPONSIBILITIES:**

* To manage and organize overall papers and files.
* To type down necessary papers for the office.
* To respond any basic query of visitors.
* To be capable of managing complex and multifaceted tasks.
* To schedule meetings and appointments with effective time management skills.
* Effective in handling various kinds of customers.
* Coordinating with buyers and sending perfect data`s in time

**3. Company Name**

**: Asian Departmental Store, Chidambaram**

**Position**

**: Store Keeper cum Driver**

**Duration**

**: From Nov 2013 to May 2015**

**JOB RESPONSIBILITIES:**

* Welcome will be given before store starts
* Receiving customer and enquire about their requirements
* Co coordinating with all dept.

**TECHNICAL SKILL-SET:**

Operating Systems : Windows 7/8, Windows XP

**QUALIFICATION:**

* SSLC, R. C. High School, Cuddalore with 70% marks.
* DME - Discontinued from Annamalai University, Cuddalore
* DCA (Diploma in Computer Application)



**PERSONAL DETAILS**

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| **DATE OF BIRTH** | **:** | **07 Aug 1995** |
| **SEX** | **:** | **Male** |
| **MARITAL STATUS** | **:** | **Single** |
| **NATIONALITY** | **:** | **Indian** |
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| **PASSPORT EXPIRY** | **:** | **05th Sep 2023** |
| **LANGUAGES KNOWN** | **:** | **English, URDU, Hindi, Tamil, Arabic** |

**Declaration:**

I hereby confirm that the information given above is true to the best of my knowledge.

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