**Anuroop**

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**CARRER OBJECTIVE:**

To obtain a challenging role in a professional organization where my knowledge and education can be shared and to grow professionally with escalate self performance by effectively adapting the challenging work culture and work pressures while contributing my best.

**PROFESSIONAL SUMMARY:**

* Having **5+** years of Experience in **UAE**. Having Valid **UAE Driving License**
* Proficient in total ease of handling Computer Software Programs.
* Strong Experience in using MS Office tools such as Word, Excel, and Outlook etc. Excellent verbal and written communication and client interfacing skills.

**WORK EXPERIENCE:**

1. **Eitihad Airport services-ground-llc.** (October 2015–March-2016**)**

Position: Equipment Operator.

# Roles & Responsibilities:

* Responsible to deliver the baggage container (departure and arrivals) assigned flights as per the specified timings and ensure on time performance.
* Ensuring vehicles and Equipment in close proximity to the aircraft, congested areas and where mandated are marshaled in & out, to and from the aircraft in safe manner.

1. **Al Shaqsi Trading.** (March2015 – September 2015**)**

Position: Driver

# Roles & Responsibilities:

* Worked as Driver for delivering the stationary Items.
* Handover the documents and Drawings to concern companies located sites in Dubai.

**3.Al Shaqsi Trading.(Assisting to Al Futtaim Carillion)**  
(November2008 – March2015**)**

Position: Ass. DocumentController

# Roles & Responsibilities:

* Making photo copies of all drawings and documents and scanning as well.
* Printing all auto cad drawings and folding and making Binding, Lamination and Mounting.
* Receiving drawings and document revisions from Home Office replace the superseded revisions by new ones and keep the superseded documents accessible for information.
* Provide copies of the latest revision to Discipline groups and Subcontractors as required by distribution schedule as fast as possible.
* Maintain registers and log of all receipts and issues or submissions of documents and correspondence.

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**EDUCATION QUALIFICATIONS:**

* Inter-mediate (10+2) from State Board of intermediate education, A.P.
* Secondary school certificate (10) from State Board of Secondary Education, A.P

# Computer Skills:

* Adobe Photoshop
* MS Office-2005
* Typing speed: 50wpm

**CERTIFICATION:**

* Diploma in Fire & Safety Engineering.

**PERSONAL INFORMATION:**

Date ofbirth : 10-06-1985

Nationality : Indian

LanguagesKnown : English, Hindi, Telugu, Malayalam& Tamil

MaritalStatus : Married

**DECLARATION:**

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