**First Name of Application CV No436572**

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**CURRICULUM VITAE**

 **CAREER OBJECTIVES**

Seeking a challenging and responsible job in an organization by which I Can improve my knowledge and skills gained experience & become expert in it, that my result into turnover and benefit of the organization

 **STRENGTHS**

1. Bright, articulate, creative, and flexible individual with strong interpersonal and entrepreneurial skill

2. A professional of unquestionable integrity, credibility and character who has demonstrated high moral and ethical behavior.

3. Strong interpersonal, analytical, project management and communication skills

 **WORKEXPERIENCE**



Working as a **OFFICE ASSISTANT** in GULF **HORIZON GROUP,** Abu Dhabi last 5 years

**AREAS OF EXPERTISE**

* Five years solid working experience in UAE.
* Fluency in Arabic , English, Urdu & Malayalam
* Highly committed, reliable, responsible and hard working.
* Good communication skills.
* Good time management skills.
* Adept with multi-cultural working environment

 **PERSONAL SKILLS**

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* Numerate, Friendly manner, Attention to accuracy and detail, Smart appearance

 **PERSONAL INFORMATION**

Date of Birth : 23/05/1985

Gender : Male

Marital status : Single

Religion : Islam

Nationality : Indian

 **DUTIES**

###  Receive and deliver office documents.

* Assist basic office duties such as photocopying & filing
* Respond to the telephone calls.
* Attend visitors and promptly serve them.
* Book hotel rooms for the guests & follow up.
* Perform other office related tasks as per superior’s instruction

 **KEY SKILLS AND COMPETENCIES**

1. Enjoy working with figures
2. Able to follow a routine and adhering to procedures
3. Engaging in continuous learning in order to broaden knowledge and experience
4. Able to remain calm and relaxed under pressure
5. Highly focused on providing customers with a good experience

 **VISA STATUS**

 **EDUCATIONAL QUALIFICATIONS**

* Secondary School Certificate (Govt. of Kerala)
* Higher Secondary Certificate(govt. of Kerala)

 **EXPOSURE IN**

* Windows 98,2000,XP,Windows 7
* M S Word, Excel, Power point
* Internet and Email

 **LANGUGES KNOWN**

* English, Hindi, Malayalam, Arabic.
* Arabic reading and writing