Curriculum vitae

Career Objective

To strive for a challenging job in a progressive organization, where I can contribute and build my professional career along with the growth of organization and to give the best of my qualification, experience and abilities.

## Professional Highlights & Experience

* Presently Working as Clerk for the Department of the Presidents Affairs, Abu Dhabi since 2000

Duties & Responsibilities

Camp Boos, Supervision includes a maintenance, food service, housekeeping and clerical staff

Camp CCTV system monitoring and maintaining

Faxing, scanning and copying documents

Distributing postal cards and letters to staffs

Ordering camp supplies and stationery

Registering outgoing letters to log book

Camp In-Out punching system supervision and maintaining

**working experience**

* Worked as 1997 to 2000 with Al-Jud Trading Company, Abu Dhabi, U.A.E
* Worked as Delta Hardware in Kerala,India.1995 to 1997

## Academic Qualification

Diploma in Computer Application (DCA)

Secondary School Leaving Certificate (SSLC)

## Skills

Knowledge of basic computer skills including e-mail, word processing, internet & spreadsheets

Experience in MS office

Written, telephone and electronic communication

Self-development and learning

Integrity and reliability

Attendance and punctuality

## Language Fluency

English, Arabic, Hindi & Malayalam

## Personal Information

 Nationality : Indian

 Date of Birth : 08/05/1978

 Religion : Muslim

 Marital Status : Married

 Gender : Male

 License : Valid UAE Light Vehicle Driving License

 Hobbies : Playing Football & Travelling

##

**First Name of Application CV No:** **496788**

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