**CURRICULUM VITAE**



**Riyasuddin**

**E-mail:** **riyasuddin-284835@gulfjobseeker.com**

**Career Objective**

To secure a position where by hard work, dedication and the ability to acquire new skills will advantage any company I work for.

**Education**

* Higher Secondary Course, Commerce Group- Kerala, India
* SSLC (Secondary School Leaving Certificate)- Kerala, India
* Diploma in computer applications (Syllabus –Microsoft office-Word, Excel, Power Point, Windows XP, Windows 7, Internet)

**Work Experience**

***Designation:* PUBLIC RELATION OFFICER & REAL ESTATE ASSISTANT**

[2007 to Current Date]

***Experience:***

* **Handling Public Relations Documents (PRO for Tasheel ,Emigration & Medical)**
* **Managing Real Estate Section & Tenancy contract (Real Estate Assistant)**
* Office administration
* Document Processing
* HR Assistant
* Banking services
* Arabic speaking and typing skill
* Arranging and organizing company social events
* Managing employment visa, passport control, medical insurance & Emirates ID
* **Company name: INDIA INFOLINE LTD. - BOMBAY, INDIA**

***Designation:* OFFICE ADMINISTRATOR**

[January 2004 to November 2008]

***Experiences:***

* Assisting Administrative Staff on daily operations
* Managing timely distribution of bills & statements to clients

**Personnel Information**

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| --- | --- | --- |
|  | Gender | : Male |
|  | Religion | : Islam |
|  | Marital Status | : Married |
|  | Nationality | : Indian (Kerala) |
|  | Birth Date | : 29/05/1974 |
|  | VISA status | : Employment |
|  | VISA Expiry | : 12/03/2021 |
|  | **DRIVING LICENCE** | **: Valid UAE and INDIAN license** |
|  | **LANGUAGES KNOWN** | **: English, Arabic, Hindi, Malayalam** |

**Declaration**

I hereby declare that all information and details given above are correct and true to the best of my knowledge.