

SHAFEEQ

Email: shafeeq\_386845@2freemail.com



**O BJ E C TI VE:**

To seek a suitable position (Office Assistant, Driver come messenger, Driver come outdoor Salesman, Warehouse Assistant) in a professionally managed company, where I can utilize my ability and skill as a member of the team work for the overall growth of the organization.

**Ca r eer P r ofile:**

* Ability to learn things fast
* Takes responsibility, creative
* Self confident with positive mind set
* Highly trustworthy, discreet and ethical
* Resourceful in the completion of projects, effective at multi-tasking

**Driving License : KSA**

W or kin g Exper ience:

1. Office Attender (1year)
	* Mange and Organize documents and files
	* Coordinating the maintanance and repair of office equipments
	* Respond all calls sincerely and correspondance
	* Make photocopies of reports and correspondance
	* Dealing with queries or requests from the visitors and employees.
2. **Saudi Arabic** (3 year)
	* + Driver
		+ Sales man

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E DUC ATI O NAL Q UALI F I C ATI O NS

* Bachelor Degree university of Calicut (Not Completed)
* H.S.E. (Higher Secondary Education)
* S.S.L.C (Secondary School Leaving Certificate)

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| P E RSO NAL P RO F I L E |  |
| Date of Birth |  | : 11-10-1991 |
| Gender | : Male |
| Nationality | : Indian |
| Maritual status | : Married |
| Language known | : English, Arabic, Hindi and Malayalam. |

Decla r a t ion

I here by declare that the information given above is true and correct to the best of my knowledge, I am confident of my ability to work in a team.

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