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| HARIS  Contact Details  **Email:** [haris-392946@2freemail.com](mailto:haris-392946@2freemail.com)   Personal Data Date of Birth : 16/03/1987  Gender : Male  Nationality : Indian  Marital Status : Married  Mother Tongue : Malayalam  Languages : English,  Malayalam,  Hindi, Tamil,  Arabic -(Read  & Write) | Objective   * Looking for a dynamic and progressive environment where I can contribute my services, knowledge and expertise and gain further valuable experience in return. * To Become a part of a firm that can utilize and sharpen my ability and skill   Work Experience   * From 17th July 2011 – 31st July 2016   Working as a Administrative Clerk inDUBAI   1. Making outbound visas, and lodging applications 2. travel plans, hotel booking, and tickets. and tracking the application with the consulates 3. Accounting 4. Providing support to the company through both administrative and clerical duties. 5. Maintaining the office’s IT equipment. 6. Involved in the typing and creation of documents as well as the processing of client information. 7. Providing a high standard of service to customers. 8. Printing and collating all paperwork required for the next working day 9. Logging information on internal systems. 10. Gathering useful and important information by phone, letter, and email or in person. 11. Recording and updating customer databases. 12. Photocopying and scanning administrative documents. 13. Handling telephone information requests. 14. Processing incoming and outgoing mail. 15. Managing the security access card management system  * From 6th July 2009 – 12th April 2011   Worked as a web designer in Web Solutions ( Bangalore )   * From 2008 - 2009   Worked as a collection executive in Aircel telecom cochin ( India)  Skills & Achievements   * Excellent knowledge in Microsoft Excel, Word, Power Point. Photoshop, Dreamweaver , Image ready, Flash, Audacity * Windows operating system 2007/2010/XP. * Computer networking , CCNA & CCVP – (not certified) * Computer OS installation * Mobile servicing ( certified from Indian government) * I have valid UAE and INDIAN driving license * Possess pleasant manners. * Logical thinking, Good grasping power. * I adopt to work in a team and also individually * Flexible and has a capacity to organize any job in a systematic manner * Friendly, Confident, Punctual, Sincere and Hard working. |

AcademicDetails

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| Year | Institution | Qualification |
| 2015 | Kendra Vidyalaya Tamilnadu | BBA ( Bachelor Of Business Administration ) |
| 2007 | Vismayam animations (A part of Calicut university ) | Web designing |
| 2006 | NSS HSS CALICUT | Pre degree (science) |
| 2004 | Government model higher secondary school Calicut | SSLC |

Declaration

I hereby declare that the above-furnished details are true to the best of myknowledge.

**Place: Dubai, U.A.E**

**Date**:

**HARIS CV**