** AJMAL**

Deira, Dubai U.A.E.

Email: ajmal-397774@gulfjobseeker.com

***Visa Status***: Residence Visa

***Driver’s License Details:***

Expiry Date: Nov 22, 2025

Place of Issue: Dubai



**CAREER OBJECTIVE**

To work in an Organization wherein my knowledge together with my work experiences can contribute growth to the company and provide personal achievement at the same time.



**PROFESSIONAL BACKGROUND**

**Dubai UAE**

**September 2007 - Till Date**

**Company Messenger**

**ELITE COURIER– Dubai UAE**

**April 2007 – August 2007**

**Company Messenger**

**SNAPPY ADVERTISING – Dubai UAE**

**May 2005 – April 2007**

**Company Messenger**

**CARE QUALIFICATIONS:**

I have Dubai Valid Two Wheeler Driving License, and also I have good knowledge of street and landmark locations prominent buildings in UAE.

***Duties and Responsibilities***

1. Authorized to send and receive money on Company Owner’s behalf
2. Entrusted with any confidential Company documents, cheques & keys to collect/deliver.
3. Perform company-related transactions which include but not limited to: exchange of currency, bank

transactions such as deposit & encashment of cheques, arrange payments for telephone, Salik & electric bills

1. Deliver and collect documents from different companies related to projects o Responsible for obtaining names & signatures of the Documents Recipients o Take records of all the items being delivered and received

o Basic clerical tasks such as answering the phone calls, receiving incoming mails/letters, sending & receiving fax, policy documents binding and filing.

***Key Skills***

1. Excellent time management
2. Completing paper work when collecting and delivering packages.

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1. Driving safely and allowing for heavy traffic in rushing hours.
2. Communicating any problems with management in a timely and professional manner. o Responsible for day to day maintenance of vehicle.

o Responding to customer requests in a polite and cheerful manner. o Knowledge in MS Office (Word and Excel), MS Windows

o Ability to learn assigned clerical & Messenger-related tasks, adhere to prescribed routines and easily understand and follow both Oral and Written instructions

o Trustworthy, Hardworking, Ability to work effectively under pressure

o Responsible, Independent & work without close supervision, always punctual



**EDUCATIONAL BACKGROUND**

* **S.S.L.C. Passed in Boys Higher Secondary School in Tamil Nadu, India.**

**I.T.I (Wiring) in TGM institution in Tamil Nadu, India.**



**PERSONAL INFORMATION**

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| Birth Date | : June 08, 1984 |  |
| Marital Status | : Married |  |
| Nationality | : Indian |  |
| Religion | : Muslim |  |
| Languages | : English, Malayalam, Hindi & Tamil |  |
| Known |  |
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**REFERENCES**

Available upon your request.