

ABDUL

Dubai, UAE

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**Objective :** A responsible position in a progressive organization which could provide mewith a challenging opportunity for organizational growth.

**EDUCATION QUALIFICATIONS**

Higher Secondary (passed) from Government of Tamilnadu

**PERSON SPECIFICATION – (QUALIFICATIONS, SKILLS AND ATRRIBUTES REQYIRED TO FULFIL THE ROLE)**

* Experience of Assisting Senior Management
* Excellent communication skills.
* Flexible in duty
* Timely Delivery
* Good Rapport with Insurance Company, Local Banks, Chamber of Commerce and Port/Customs
* Holding valid UAE two Wheeler Driving License

**EMPLOYMENT HISTORY**

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| --- | --- | --- |
| Modern Computer Land, | Salesman, Delivery of Computer Spare | 1992 - 1994 |
| Abu Dhabi, UAE | parts |  |
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| Unikai, Dubai, UAE | Messenger cum Merchandiser | 2004 – 2006 |
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| Interlink Travels and | Messenger | 2006 – 2008 |
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| --- | --- | --- |
| Tours, Dubai |  |  |
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| Trade line LLc, Dubai | Messenger | 2008 – 2012 |
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| Bio line laboratory SKS | Blood Collection Report Delivery | 2012 – 2016 |
| hospital, Salem – 16 |  |  |
|  |  |  |
|  | Delivery Driver | 2016 to till date |
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**Present position – messenger – finance division (reporting to head of the department)**

Co – ordination for marine / Medical Insurance company

Co – ordination with Chamber of commerce personal for Chamber related jobs Co – ordination with port Customs

Collection and Delivery of Cheques / Documents

Co – ordination with all local bank in and around Dubai With drawl and Deposit of cash / Cheque

**Personal details**

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|  | Marital Status | : Married |
|  | Languages known | : English, Hindi, Tamil, Malayalam |
|  | Visa status | : On Employment (can be transferable) |
|  | Driving License Valid | : 04.09.2021 |
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|  | I hereby declare that all above information is true and correct to best of my |

knowledge and I shall be grateful if you give me a chance to serve you.

Place : Dubai

Date :

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Abdul