

**Abdul Muneer N**

Administrative Assistant

5 years of UAE experience

Mobile: +971 558474270 (UAE)

E-mail : muneer458@gmail.com



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**Objective**

To excel in the profession by progressively contributing towards the organizational growth.

**Work Experience****Admin Assistant at Mawarid Trading Emirates (May 2013 – Jan 2018)**

- ❖ Controlling and filing documents to facilitate ease of reference
- ❖ Keeping the confidentiality of data
- ❖ Data entry and filing of records
- ❖ Assisting in carrying out secretarial functions to the management
- ❖ Typing the correspondence pertaining to the administration
- ❖ Issuing letters for the various government offices

**Sales Assistant at WFB Baird & Co. India Pvt Ltd (Jun 2011 - Apr 2013)**

- ❖ Helped the customer to choose the products
- ❖ Maintained the sales data and reports
- ❖ Merchandising the products

**Certifications**

- ❖ Diploma in Computerized Accounting, Edit Computer Education, Kerala, India
- ❖ Diploma in Microsoft office, Edit Computer Education, Kerala, India

**Personal Data**

- ❖ Date of birth : 14 October, 1987
- ❖ Nationality : Indian
- ❖ Passport No : G5440205
- ❖ Visa Status : Visit Visa (Till 13, Feb 2020)

**Declaration**

I hereby declare that all information furnished above is true to the best of my knowledge and belief.

Place: Dubai

Date:

Abdul Muneer N