

CURRICULUM VITAE



PAVITHRAKAMAL.L

E- mail: pavithrakamal.mkl@gmail.com

Mob: +971-555027657

OBJECTIVE:

To secure a creative and challenging position with professionally managed group. A position which will utilize my practical and theoretical experience, knowledge and planning skill and provide opportunity for professional and personal growth.

PERSONAL SKILLS:

- ☐ Hard working and result oriented
- ☐ Young, Healthy and energetic
- ☐ Good communication skills
- ☐ Receive, direct and reply telephone messages, fax messages.
- ☐ Devising and Maintaining Office Systems
- ☐ Ordering and maintaining stationary and Equipment

COMPUTER SKILLS:

- MS Office (Word, Excel, Power Point), PageMaker, Coral Draw, Photoshop and Computer Fundamentals.
- Auto Cad Level I (2D) passed from India.
- Diploma in Computer Application completed from India.
- Auto Cad Level II (3D) Doing.

AREAS OF INTEREST:

RECEPTIONIST CUM COORDINATOR

ADMINISTRATIVE ASSISTANT.

COMPUTER LAB ASSISTANT

DATA ENTRY CLERK.

TECHNICAL ASSISTANT.

WORK EXPERIENCE:

- GULF MODEL SCHOOL DUBAI.

Working as Computer Lab Assistant from June 2017.

- HEATHER CONSTRUCTIONS KERALA, INDIA.

Worked as Technical Assistant from November 2013 to November 2016.

ACADEMIC:

COURSE	COLLEGE/SCHOOL	
DRAFTSMAN CIVIL ENGINEERING	Industrial Training Institution Kerala.	National Trade Certification
Auto Cad 2D	Govt. Central Polytechnic Kerala	Govt. of Kerala
Plus Two	Kerala, India	Govt. of Kerala
SSLC	Kerala, India	Govt. of Kerala

LANGUAGES:

English, Hindi , and Malayalam (Read, Write and Speak)

PERSONAL:

Gender : Female

Marital Status : Married

Date of Birth : 15th November 1991

Nationality : Indian

Passport No : N3391648

Passport Issue : 06.10.2015

Passport Expiry : 05.10.2025

Visa status : Job visa

Information furnished above is true and correct to the best of my knowledge.

PAVITHRA KAMAL.L