

ABDUL JABBER NIYAS

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CURRICULUM VITAE

Objectives

Seeking a suitable position in organization of standards and repute.

1) Job Experience.

Messenger assistant PRO.

Job Period: 21/01/2006 TO 02/04/2009

Company: Cactimeida.com (Dubai based media agency)

Job responsibility: Handel effectively outdoor office work. Current responsibilities are following.

Ministry Of Labor Related Work And Immigration Works

- Visa typing and document collection works
- Visa paper submission and collection
- Visa cancelling and clearing

General office administration

- Deliver invoice to customers / clients
- Collect cheque and document from clients
- Maintain petty cash funds
- Purchase of office stationary and office maintains items

Bank Operation

- All bank related work but routine work is deposit cash and cheque

Post Office Routine Job

- Sort and distribute incoming mail areas and staff within the organization And dispatch outgoing mail

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2) Office clerk

Company: South Africa house, Dubai. U.A.E

Job period: 01/10/2004 to 19/11/2005

Job Responsibility: office clerk

3) Messenger.

Company: Worked in Bel Hasa Project LLC as a messenger. Dubai .U.A.E)

Job period: 08/09/2011 to 06/12/2016

Job responsibility: Handel effectively outdoor office work.

Education Qualification:

- Higher secondary passed

Technical Qualification:

- Diploma in desktop publishing (DTP) in SUPERCOM COMPUTER SYSTEMS TECHNOLOGY in Sir lanka (from July 15 ,2002 to December 25 , 2002)
- Diploma IN(**RADIO and TV**) AND (**Electronic**) in HICMA INSTITUTE OF TECHNOLOGY in SIR LANKA (SEPTEMBER, 01, 1999)

Driving License:

- Motorcycle (UAE)
- Car license (UAE)
- Bus license (Sri Lanka)

Personal Information:

Date of Birth: 21/5/1982

Nationality: Sir Lankan

Religion: Muslim

Language knows: Arabic, English, Tamil, and Malayalam

VISA STATUS: visit visa (changeable)

Passport No: N 9041920

Abdul Jabbar Niyas

