

Sherfa Philip A.J.
(Dubai, UAE)
E-mail: sherfaphilip93@gmail.com
Phone: +971522400435
+971525829491



OBJECTIVE:

I would like to work with sincere efforts and dedication on any assigned task with complete involvement and enrich my knowledge also to serve the organization with constant spirit, motivation and commitment.

Looking for opportunities in the field of Document controller, Admin, Procurement co-ordinator, Secretary, HR assistant, IT assistant, Trainee Engineer posts.

MY POSITIVES:

- Willingness to learn new things
- Having Leadership Quality and punctual
- Quick learner, easily adaptable to new technologies
- Adaptable with Team members and problem solving skills
- Good knowledge in planning and characterization
- Very good in project planning, preparation, analyzing, presentation and execution

WORK EXPERIENCE:

1. Organization: Mar Ephraem College of Engineering and Technology
Designation: Assistant professor in Electronics and communication stream
Duration: 6 months
2. Company: 1 Profi Cleaning and Maintenance L.L.C (Al Barsha , Dubai)
Designation: Assistant Secretary
Duration: 1 year

ACADEMIC PROFILE:

Master of Engineering: Completed in the year of 2018 under Anna University at Mar Ephraem College of Engineering and Technology with 82 % marks in Applied Electronics Stream

Bachelor of Engineering: Completed in the year of 2016 under Anna University at Mar Ephraem College of Engineering and Technology with 6.8% marks in Electronics and Communication Stream.

Higher Secondary: Completed in the year of 2012 at St.Joseph's Higher Secondary school Thirithuvapuram with 80% marks.

Secondary Studies: Completed in the year of 2010 at St.Mary's Matriculation Higher Secondary School Mariagiri with 82.2% marks.

Software package: MS-Office

PERSONAL PROFILE:

Name	:	A.J. SHERFA PHILIP
Husband Name	:	Mr.V. Paul Raj
Date of Birth	:	21.11.1993
Gender	:	Female
Marital status	:	Married
Passport no	:	S3503914
Visa status	:	Spouse visa
Languages known	:	English, Malayalam, Tamil

DECLARATION:

I hereby declare that the above particulars are true to the best of my knowledge and belief.

A.J. SHERFA PHILIP