

CURRICULUM VITAE



Name : Renson Reji

Nationality : Indian

Date of Birth : 2nd July 1996

Marital Status : Single

Father's Name : Reji Mangalathu John

E-mail : 123rensonreji@gmail.com

Contact Address : C/O Emirates Building Systems Co LLC
DIP-1, Dubai, U.A.E

Passport Details : Number : N4973822
Issuing place : Trivandrum, India
Issue date : 19/11/2015
Expiry : 18/11/2025

Visa Status : Employment Visa (Completed 2 Years)

Contact Number : +971 55 323 4108 (Mobile)

Personality Attributes /
Strength / skills : Innovative, Team player,
Ability to handle pressure, ambitious,
positive attitude. Good communication & presenting
skills.

Educational Qualification :

Diploma : Diploma in IATA
Passed from IATS, Adoor
Pathanamthitta Dist, Kerala, India
(June 2014 – June 2015)

Additional : Higher Secondary from Kerala University
Kerala, India

I.T. Knowledge : Windows, Outlook Email, Ms Office
& Document Control, Book keeping etc.

Language Proficiency : English, Malayalam, Tamil & Hindi

EXPERIENCE

1. Position : *Accounts Trainee*

Period : From June 2015 to December 2015

Company : International Air Travels (P) Ltd, IATA Approved TA
Pathanamthitta Dist, Kerala, India

Job profile : Administrative assistance, Telephone services,
General enquiries, visitor log, forward messages,
Make travel bookings, corresponding with client &
Suppliers, handling of counter issuance of tickets,
Filing, acknowledging messages, preparing
Documents etc, knowledge of Passport &
Visa Section, coordinating the travel requests
Of corporates, designing & costing of itinerary etc.

2. Position : *Accounts & HR Co-ordinator*

Period : From December 2015 to January, 2017

Company : G.R. Residency (Rajadhani Group of Companies)
Trivandrum, Kerala, India

3. Position : Computer Operator / Office Staff

Period : From September 2018 to till date.

Company : Emirates Building Systems Co LLC
DIP 1, Dubai, U.A.E

Daily reporting, month closing reports, monitoring
Monthly rental accounts, cutting plants designing,
cutting sheets designing etc. MS Office.

References : Mr. Adeel Sattar
Assistant Supervisor
Emirates Building Systems Co LLC
DIP 1, Dubai, U.A.E
Phone : +971 50 241 6172 (Mobile)

Mr. David Mathew
Office Manager
Nabel General Contracting LLC
Abu Dhabi, U.A.E
Phone : +971 50 60 74776 (Mobile)

Hobbies : Long drives & listening Music

Driving License : Holding valid Indian Driving License

Salary Expected : Negotiable

Availability to join : Immediately