

## PERSONAL DETAILS

**Name:** SIRAJ K

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**Email:** sirapangad@gmail.com

**Passport No:** V4332862

**Visa Status:** Visiting visa



## CAREER OBJECTIVE

Seeking a job as an office assistant to utilize experience filing, handling phone and email questions, assisting with event planning, managing office inventory, preparing reports, and playing a key role in an office management team with a sense of urgency and a pleasant demeanor.

## WORK EXPERIENCE

### **Zomato Food Delivery (Jul 2021 – Jan 2022)**

- ◆ Go to the hotel and collect the food based on the customer order and deliver to the customer on time.

### **Popular Hyundai as an Office Staff (Jan 2018 – Jun 2021)**

Clean the office at the start of the day. Welcoming visitors, Preparing Coffee & Tea for Staff & Visitors. Organize office material storage, keeping track of material consumed.

- ◆ Humane and respectful.
- ◆ Oral and written communications skills.
- ◆ Computer skills
- ◆ Strong work ethic.
- ◆ Dedicated to excellence

### **Pumino Foot Wears as a Salesman (Aug 2014 to Dec 2017)**

- ◆ Greeted customers and determined the wants and needs of customers.
- ◆ Accurately completed sales transactions.
- ◆ Assisted customers with locating merchandise to meet their style, size and budget.
- ◆ Maintained knowledge of current sales and promotions along with policies regarding payment, and exchanges.

- ◆ Managed the stock room and organized all merchandise.

### **Calicut International Airport (Sep 2011 to Sep 2012)**

- ◆ Worked as a Billing staff

## **Skills**

- ◆ Document scanning
- ◆ Customer service
- ◆ Organization
- ◆ Report writing
- ◆ Adaptability.

## **EDUCATION**

- ◆ 2012-2014 A/c mechanic national institute of open school Calicut ◆  
2008-2010. Higher school Ramanattukara.
- ◆ 2004-2008. Primary school education SPB SCHOOL

## **Volunteer experience**

covid.19 Worked as a leading fighter in the community in the defense work. There was also positive interaction in the community to get people to the hospital and disinfect the houses.

## **Declaration**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Dubai

Siraj K