

# SHAHEED P P

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## WORK EXPERIENCE

- **HR/PRO/ADMINISTRATION, COMBINED GROUP CONTRACTING EMIRATES**, Muscat, Oman (Jul 2016 to Oct 2020)
- **TYPIST/PRO ASSIST, NAEL & BIN HARMEL HYDRO EXPORT EST**, Abudhabi, United Arab Emirates (Sep 2013 to Sep 2015)
- **TYPIST/GENERAL, TYPING CENTER**, Abudhabi, United Arab Emirates (Jul 2011 to Jul 2013)

## EDUCATIONAL BACKGROUND

- , , **Diploma**, O, Translation

## SKILLS

- **ms office**
- **time management**
- **handling pressure**
- **problem solving**
- **drafting**
- **typing and transition**

## PERSONAL BACKGROUND

- **Birthday:** - 1988-05-15