

Rakshesh Soni

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Subject: Application for the post of OFFICE BOY in your esteemed organization.

Respected Sir / Madam

I, the undersigned, enclosing herewith a copy of my Curriculum Vitae for your kind perusal. Will appreciate if the same is considered for a suitable vacancy in your esteemed organization.

I assure you that if given an opportunity, I will put in my best and sincere efforts towards any given responsibilities.

I am currently on the employment visa from IGR METALS TREADING, DMCC, Dubai, UAE.

I will appreciate if I am given a chance to show my capabilities for a mutually beneficial relationship.

Thanking you in anticipation

Respectfully yours,

Rakshesh M. Soni

Curriculum Vitae



WORK EXPERIENCE

Company : IGR METALS TRADING,DMCC.

Company profile : Gold trading.

Designation : OFFICE ASSISTANT

Duration : 20th March 2017 to 11th October 2018

Company : Damas Jewellery L.L.C. (ISO 9001-2000 Certified)

Company profile : One of the reputed dealer of gold, diamond & pearl Jewellery.

Designation : OFFICE BOY

Duration : 25th March 2004 to 1st September 2016

Total Job profile:

- Disseminating details through phone, fax and e-mail.
- Organizing and keeping files and handling projects.
- Answering and forwarding phone call, and taking messages.
- Providing details to phone callers, and office visitors
- Monitoring the use of devices and supplies within the workplace.
- Dealing with inquiries or needs from the visitors.
- Coordinating the maintenance and repair of devices for the workplace.
- Assisting management personnel in wide variety of workplace responsibilities.
- Collecting and distributing couriers or packages among workers and starting and searching messages.
- Updating consultation schedules, creating travel deals, doing word handling, basic accounting, and handling.
- Training new personnel regarding the workplace office responsibilities, when needed.
- Helping the associate, staff, or other management staff in doing their responsibilities.
- Cooperating with workplace personnel to maintain proper connections and a friendly environment within the office.

SKILL SET

- Telephone Skills, Typing Skill , Documentation Skills
- Excellent Verbal and Written Communication
- Attention to Detail & Can manage multiple tasks.
- Documentation Skills & Good coordinator

PROFESSIONAL OBJECTIVE

- An enthusiastic person who performs all office tasks to the highest standard and within given timescales.
- Excellent communication skills in written and verbal both.
- Proven electronic diary management skills.
- Good telephone manner and client interface skills.

EDUCATIONAL QUALIFICATION

Graduation : Bachelor of Commerce(B.Com.)
Year : March 1994
College : Gujarat University
COMPUTER AWARENES :
Environment Known : Windows XP
Applications Known : Fluency in MS Office Word , Excel ,Internet savvy.

PERSONAL PROFILE

Nationality : Indian.
Passport : K1969597
Date of issue : 13/01/2012
Date of expiry : 12/01/2022
Recent Address : Immigration Road, Al Qasamiya, Sharjah.
Marital status : Married.
Hobbies : Listening music, playing cricket, Traveling.

REFERENCES

References will be made available upon request.

I here by declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief

Place: Dubai

Date:

SIGNATURE

RAKSHESH SONI