

YUNUS E

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CAREER OBJECTIVES:

To achieve professional excellence in any above mentioned field that provides me with opportunities to fully utilize and develop my knowledge, skills, information and education. I am easily motivated, confident, honest and dedicated to my job.

Experience

Arabian Holding Group LLC
Office assistant
January 2014 – Present
Abu Dhabi Emirate, United Arab Emirates

Duties and Responsibilities:

- Demonstrated capacity to provide comprehensive support for senior-level staff
- Proven track record of accurately maintaining detailed records, coordinating meetings, and multitasking within fast-paced atmospheres.
- Adept at managing and streamlining administrative processes to reduce errors, improve accuracy and efficiency, and achieve organizational objectives.
- Outstanding interpersonal, customer service, leadership, and organizational skills
- Proficient in managing, arranging, and coordinating executive calendars, travel, contacts, conference bridges, appointments, and luncheons/events.

Previous Experience

Remash advertisement
Messenger
January 2010 – November 2012
Doha, Qatar

Skills and strengths

Healthy, Hard worker, Team player, Positive attitude and Boundless Energy, Quick learner innovative, Ability to adapt to situations, Hardworking, Self-believed and respect others, Diligence, Confidence, Sincerity & loyalty.

Other Qualifications

UAE Driving License

Education

Plus Two – Kerala State Board, 2008

Personal info

Date of Birth : 06/08/1991
Gender : Male
Language Known : English, Malayalam, Hind
Marital Status : Married
Visa Status : Employment

Declaration

I declare that the above details are true to the best of my knowledge and belief

Truthfully
Yunus E