

Curriculum Vitae

Mr. Ajeesh P

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Career Objective:

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where can encourage and permitted to be an active participant as well vital contribute on development of the company.

- Very energetic result oriented and organized
- Efficient and well-behaved person
- Extremely hardworking, self-motivated, and able to work independently in a team environment under supervision
- Keep excellent interpersonal relations with colleagues and ready to help them
- Self-motivated and flexible
- Excellent communication skill
- Highly presentable
- Enthusiastic and energetic.

Work Experience:

(A) Howard Johnson Abu Dhabi, UAE.

Position: Assistant Document Controller

From: 11th February 2017 till 25th March 2018

Roles and responsibilities:

- Collect and maintain all documents to arrange an organized filing system
- Maintain a computer database of all filed documentation
- Perform clerical typing duties to generate documents as necessary
- Inputting all documents on Microsoft Excel
- Completes paper filing activities, Scanning and electronic filing
- Daily file management
- Background in administration and management support and document control
- Advanced computer literacy skills in various computer software applications
- Works with site personnel to develop documentation
- Experience in the use of databases and electronic file management software
- Experience in spread-sheeting and database operation
- Other administrative duties

Academic Credentials:

- Completed Secondary School certificate examination(10th) from GHSS Madikai High School Kerala (2008)
- Completed Higher Secondary School certificate examination (12th) from HSE Education (2011)
- Completed Bachelor's degree in economics (Graduate) From Kannur University (2014)
- Information Technology Govt ITI Kasargod (2016)

Computer knowledge:

- Proficient with the use of Windows, Excel, MS Office, Power point.
- IT (COE) - Basic Software and Networking
- Internet and outlook express.

Personal Traits:

- Honest, Energetic and Hard Working
- Excellent team player with good communication
- Quick learner with pleasing personality

Personal Vitae:

Name : Ajeesh.P

Date of Birth : 24th April 1993

Marital status : Single

Nationality : Indian

Language known : English, Hindi,

Hobbies : Reading, Playing cricket.

Residential Address : Al Quasis – Dubai - UAE

Passport No. : P5341731

Visa status : On Work Visa

Declaration:

I hereby declare that above written particulars are true to best of my knowledge.

(Ajeesh.P)