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|  |
| BETCY C:\Users\a\Downloads\IMG-20211207-WA0022.jpg ABRAHAM |
|  |
| OFFICE ASSISTANT |
|  |
|  | +971 521738499+971 564487720 |
|  | betcyabraham93@gmail.com |
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|   |
| **EDUCATION** |
|  |
| JULY, 2021**NIOS, INDIA***Senior Secondary*JUNE, 2019**NIOS, INDIA***Secondary* |
|  |
| **LANGUAGES KNOWN** |
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|  |
|  ENGLISH FULL PROFESSIONAL PROFICIENCY HINDI FULL PROFESSIONAL PROFICIENCY MALAYALAM NATIVE OR BILINGUAL PROFICIENCY |
|  |
|  **PERSONAL DETAILS**Nationality – INDIANPassport No - T9622919Visa Status – Visiting Visa Marital Status – MarriedPlace – AI Nahda 1, Dubai  |
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| **CAREER OBJECTIVE** |
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|  Secure a responsible career opportunity to fully utilize my efficiency and skills, while making a significant contribution to the success of the organisation.  |
|  |
| **PROFESSIONAL EXPERIENCE** |
|  |
| October 2015–February 2021 **Office Assistant and Telephone Operator** *WE PICKED INTITIATIVES, COCHIN, KERALA** Maintain the front office and necessary registers.
* Skilled telephone operation.
* Manage the appointment with Director.
* File management.
* Handling online and offline customer queries.
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|  **RELEVANT SKILLS** |
|  |
| * Advance Excel
* Microsoft Office
* Telephonic etiquette

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