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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  | | | BETCY C:\Users\a\Downloads\IMG-20211207-WA0022.jpg ABRAHAM | | |  | | | OFFICE ASSISTANT | | |  | | |  | +971 521738499  +971 564487720 | |  | betcyabraham93@gmail.com | |  |  | |  | | | **EDUCATION** | | |  | | | JULY, 2021  **NIOS, INDIA**  *Senior Secondary*  JUNE, 2019  **NIOS, INDIA**  *Secondary* | | |  | | | **LANGUAGES KNOWN** | | |  | | |  | | | ENGLISH  FULL PROFESSIONAL PROFICIENCY  HINDI  FULL PROFESSIONAL PROFICIENCY  MALAYALAM  NATIVE OR BILINGUAL PROFICIENCY | | |  | | | **PERSONAL DETAILS**    Nationality – INDIAN  Passport No - T9622919  Visa Status – Visiting Visa  Marital Status – Married  Place – AI Nahda 1, Dubai | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | | |  | | --- | |  | | **CAREER OBJECTIVE** | |  | | 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. | |  | | **RELEVANT SKILLS** | |  | | * Advance Excel * Microsoft Office * Telephonic etiquette | |  | |  | |