

CURRICULAM VITAE

RAJESHAM KOTAGIRI

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Objective

To obtain a career oriented in your origination, which provides opportunities for me to contribute my experience and knowledge to meet demands of a rapidly growing establishment.

Highlights.

- 8 years of applied experience as an Office Assistant
- Hands on experience in filing documents as per the company policies.
- Proficient in handling and operating office equipment
- Computer – MS Word, Excel and, standard office management software.

Educational Qualification

- ❖ Secondary School Leaving Certificate
- ❖ Intermediate. (+2)

Experience.

- **Presently working as a *Office Assistant* (reporting to the HR/Admin Manager) at Kabri International Contracting Co. L.L.C. – Dubai (from 19 Sept 2014 - September 10 2021)**
- **Working as an office assistant in Waagner Biro Gulf L.L.C, Dubai, U.A.E. since April 2011.**

Responsibilities.

- Clean the office at morning time.
- Welcoming visitors.
- Preparing Coffee & Tea for Staff & Visitors.
- Organize and control kitchen and office material storage, keeping track of material consumption.
- Answers the telephone if necessary.
- Handling and operating office equipment.
- Monitoring of office and pantry supplies.
- Reviewed documents for accuracy.
- Responsible in Cheque releasing, receiving and dispatching of Invoices.
- Respects confidentiality.
- Filling HR & Admin Documents.
- Performs other duties as assigned

Skills and Strengths.

- Knowledgeable in a Receptionist roles
- Knowledgeable in Storekeeping
- Computer Literate (MS Word and Excel)
- Able to write, understand and communicate in English, Hindi and Telugu
- Able to do multi-tasks
- Able to understand and follow instructions

Personal Profile.

Date of Birth / Years Old : July 30, 1988 / 33 years old
Civil Status : Married
Nationality / Religion : Indian / Hindu
Passport No. and Expiration : R7691725 / 23 May 2027
Visa Status and Expiration : Residence Visa / 31 December 2022