



# PRAVEEN JOSEPH

Working as a HR and Admin assistant,Time keeper,Document controller,Reception and Invoice preparation in a reputed contracting company in UAE last 8 years.A very good hard working staff and sincerely committed to own job.

## PERSONAL

- Name**  
Praveen Joseph
- Address**  
Al Nabba Sharjah, UAE  
3395 Sharjah
- Phone number**  
0556969706,00919656250496
- Email**  
praveenjoseph389@gmail.com
- Date of birth**  
29-08-1988
- Place of birth**  
Kerala
- Gender**  
Male
- Nationality**  
Indian
- Marital status**  
Married

## INTERESTS

- Playing & watching cricket

## LANGUAGES

English,Hindi,Malayalam ★★



## WORK EXPERIENCE



May 2012 - Dec 2020 **Time keeper,Admin & HR Assistant,Document controller,Front office secretary**  
Sunlight Technical Contracting LLC, Sharjah



## EDUCATION AND QUALIFICATIONS



**Diploma**  
St'Aloysious HSS Edathua, Alappuzha,Kerala



## REFERENCES



Sunlight Technical Contracting LLC **Vincent Joseph**  
0507969813  
Suntech412@gmail.com



## SKILLS

Microsoft Word,Excel(XL)&  
Basic computer knowledge

