

## CURRICULUM VITAE

SUHAIM AHMED,  
S/O RIYAZUDDIN,  
SHARJAH, UAE,  
Mobile: +971 501504830 (Whatsapp),  
Email: suhaimhamed94@gmail.com



### **OBJECTIVE:**

To make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer experience.

### **PROFESSIONAL EXPERIENCE:**

#### **❖ SPACE SYSTEMS:**

**Designation** : Office Boy/Attender.  
**Period** : 02-08- 2018 to 07-09-2021.  
**Location** : Mangalore, Karnataka, India.

### **JOB DESCRIPTION:**

- Assisting other administrative staff in wide range of office duties.
- Cooperating with office staff to maintain proper interaction and a friendly environment within the office.
- Monitoring the use of equipment and supplies within the office.
- Dealing with queries or requests from the visitors and employees.
- Coordinating the maintenance and repair of office equipment.
- Collecting and distributing couriers or parcels among employees and opening and sorting emails.
- Helping the receptionist, secretaries, or other administrative assistants in performing their duties.
- Make sure the office premise is clean.

### **SKILLS:**

- MS Office (MS word & MS Excel).
- Certified in E-Office, The very basic skills required to operate computers, internet & multimedia and its applications.
- Well known about basics of IT & Microsoft windows.
- Good communication skills.
- Good time management skills.
- Quick to act and good problem sorting skills.

**LANGUAGES:**

- English : Proficient
- Hindi : Fluent
- Urdu : Fluent
- Kannada : Fluent

**PERSONAL STRENGTHS:**

- Fast and self-directed learner and ability to adjust to the situation.
- Sense of Responsibility and a hard worker.
- Self-confident and capable of decision-making.
- Enthusiastic for team work and open to new and creative ideas.
- Ability to deal with people friendly.
- Punctuality, polite, patience and dedication towards work.

**EDUCATION AND TRAININGS:**

- SSLC - AL IHSAN ENGLISH MEDIUM HIGH SCHOOL (2016).
- ARTS - MATHA EDUCATION (2017)
- TALLY WITH GST - MICCE (2021)
- E-Office – MICCE (2018-2019)

**PERSONAL DETAILS:**

- Date of Birth : 02-07-2000
- Passport No. : N2492430
- Nationality : INDIAN
- Gender : Male
- Marital Status : Single.
- Fathers name : Riyazuddin
- Mothers name : Shirin Banu
- Permanent Address : Bengre Road, Post Padubidri - 574111,  
Udupi District,  
Karnataka State, India.

**DECLARATION**

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

**Suhaim Ahmed**

**Date:**