



FAIROUS PALLIPUZHA KUNHAMMAD

📍 ABU DHABI, UNITED ARAB EMIRATES, 0553959150

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PROFESSIONAL SUMMARY

To seek suitable position with a reputed organization in order to utilize my skills, expertise and experience for the growth & prosperity of the organization to the optimum level as well as facilitate career & professional growth.

SKILLS

- * project management
- * strong decision maker
- * Emirates I-D typing
- * Visa process
- * Uae medical application
- * online applications

WORK HISTORY

TYPIST 11/2019 - 01/2020

Typist In Ahmed Omer Typing Center, Ajman, United Arab Emirates

Obtained documents, clearances, certificates and approvals from local, state and federal agencies.

- Maintained continued confidentiality and discretion when handling sensitive data and documentation.
- Provided full transcripts and summaries of documents, with exceptional accuracy.
- Prepared comprehensive documentation for Company to tight deadlines.
- Utilised exceptional typing speed of 50 words per minute to complete task efficiently.
- Created and implemented improved document filing systems to increase overall department efficiency.
- Delivered an exceptional level of service to each customer by listening to concerns and answering questions.
- Developed new process for employee evaluation which resulted in marked performance improvements.
- Implemented new team onboarding programme, reducing training time from 4 weeks to 2.

EDUCATION

Islamic Higher Secondary School, Kasaragod , Kerala, 03/2016
High School

Orphanage Private Industrial Training Institute , Kasaragod , India, 05/2017

