

# CURICULAM VITAE

## **VARGHESE MATHEW**

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### **Career Objective**

To perform to the best of my ability for the realization of the organizational goals, be an asset to the organization and utilize my abilities in data management and being resourceful, innovative, and flexible.

### **Profile Summary**

- 9 years of experience as a Messenger in UAE
- Excellent communication, negotiation & interpersonal skills
- Well organized, reliable, self-motivated & pro-active
- Strong time management skills & perseverance
- Can work under pressure to meet deadlines without compromising quality of output

### **Work Experience**

1. Working as a Messenger in **Judicial Department of Abu Dhabi**, Abu Dhabi – UAE from 2011 to till 2019

- ✓ Office related works managing and organizing and daily based works managing
- ✓ Assists in menial office tasks required by the office staff, Like photo copying Documents, delivery files and documents to other staff members, dispatching documents etc
- ✓ Deal efficiently to visitors, trace and contact the member of staff whom they wish to meet
- ✓ Maintains and arrange the office rooms and meeting rooms
- ✓ Ordering and receiving Office related Stationary items
- ✓ Excellent in MS- Office (MS Word, Excel and Power Point) and Internet
- ✓ Data Entry Works

2. Worked as a **Office Waiter ADNOC**, Abu Dhabi – UAE from 2019 to 2021

- ✓ Taking customers' orders and delivering food and beverages
- ✓ Prepare tables by setting up linens and glasses.
- ✓ Inform customers about the days special.

### **Education**

- Secondary School Learning certificate (SSLC)
- Plus Two

### **Languages Known**

English, Hindi, Malayalam, and Tamil

### **Personal Profile**

Name : Varghese Mathew  
Father's Name : Thomas Mathai  
Date of Birth : 21/04/1985  
Nationality : Indian  
Marital Status : Married  
Passport Number : S5157940  
Visa Status : Employment Visa

### **Hobbies & Interests**

- Readings Books
- Watching movies
- Playing Games

### **DECLARATION**

I hereby declare that the above-mentioned detail, are true to the best of my knowledge and belief.

**Place:** Abu Dhabi

**Date:**

Varghese Mathew



