



KIRAN BABU

OFFICE ASSISTANT

Objective: To be associated with a progressive organization which can provide me a dynamic work spear to extract my inherent skill as a professional, use and develop my aptitude to further the organization's objective and also attain my career target in the progress.



Work History

2017-12 -

2020-04 **Office Assistant**

Hoor Al Aliaa Polyclinic , Dubai
(Multispecialty Clinic)

1. Monitoring the use of devices and supplies within the workplace.
2. Dealing with inquiries or needs from the visitors and workers.
3. Coordinating the maintenance and repair of devices for the workplace.
4. Assisting management personnel in wide variety of workplace responsibilities.
5. Training new personnel regarding the workplace office responsibilities, when needed.

2017-12 -

2020-04 **Automobile Mechanic**

BRD Car World, Thrissur, India

(Car Dealers)

1. Inspect vehicle computer and electronic systems to repair, maintain and upgrade
2. Conduct routine maintenance work (replacing fluids, lubricating parts etc.) aiming to vehicle functionality and longevity
3. Provide accurate estimates (cost, time, effort) for a repair or maintenance job
4. Keep logs on work and issues

2017-12 -

2020-04 **Automobile Mechanic**

Angel Tech, Thrissur, India
(Car Dealers)



Contact

Address: Lulu village, Muhasaina
4, Al Qusais

Phone: +971559942814

Email:

kirankannan775@gmail.com



Skills

Administrative



Office Inventory



Patient Relations



Reception Operations



Team worker



Communications



Decision Making



Time Management



Problem Resolution



Educational Qualifications

COURSE	BOARD	YEAR OF PASS OUT
ITI	(Private) BRD Institute of Technology, Thrissur	2016
Higher Secondary School	Aleemul Islam Higher Secondary School Padoor, Thrissur	2015
High School	St. Joseph's High School, Enamakkal, Thrissur	2012

Personal Details

Date of Birth : 31/05/1998

Age : 22 years

Sex : Male

Nationality : Indian

Marital Status : Single

Declaration

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

Languages

English

Malayalam

Tamil

Hindi

Passport Details

Passport No. : R0553065

Issue Date : 31/05/2017

Expiry Date: 30/05/2027

