

SANTHOSH KUMAR D'SOUZA Y.



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OBJECTIVES:

I have seen challenging opportunities where I can fully use my skills for the success of the organization.

SELF ASSESSMENT :

- Able to work independently or with a team of like-minded professionals.
- A quick learner and eager to contribute to the progress and wellbeing of the company.
- Ambitious and punctual.
- Ability to work in all type of environments
- Excellent interpersonal and communication skills.

TECHNICAL COMPETENCIES :

- Good knowledge in MS WORD, MS EXCEL, MS POWERPOINT.
- Efficient in internet.
- Good written and oral English skills

WORK EXPERIENCE:

- **UNITED INSURANCE COMPANY : 2018-2020**

Designation: Insurance co-ordinator

Duration: June 2018 to May 2020

Job Description:

- Greet visitors
- Answering incoming calls
- Answers questions from Clients and visitors regarding Insurance policy
- Processing forms
- Providing information and maintaining detailed records and files
- Welcomes Clients in person or on the telephone
- Provides information by answering question and requests.
- Receiving and sorting daily mail.

- **HIGHWAY COSTEL (Part time Job)**

Duration: 2019 to 2020

Job Description: cashier

- Handle payment from guest
- Greeting customer
- Bagging item carefully

EDUCATION:

- DEGREE-BA ECONOMICS -2018
- PUC (10+2) - (Pre University Course) from Kerala Educational Board -2014
- High School Graduation (10+) (SSLC-Secondary School Leaving Certificate) from Kerala Educational Board-2012

PERSONAL DETAILS:

- Languages known : English, Kannada, Hindi, Konkani, Malayalam, Tulu
- DOB : 16/12/1996
- Sex : Male
- Nationality : Indian
- Marital status : Single
- Passport number : T6864739
- Visa expiry date : 14-01-2022
- Hobbies : Listening music, Watching TV, Playing

DECLARATION:

I hereby vouch that the above information is true to the best of my knowledge.

PLACE: Dubai

DATE:

(SANTHOSH D'SOUZA)