



# MUSSAMIL

## OFFICE ASSISTANT

### PROFILE

Office assistant with experience in managing office duties with a key focus on the optional utilization of resource.

### CONTACT

**PHONE:**  
+971 507052458

**EMAIL:**  
Mussamil5@gmail.com

### HOBBIES

- Reading books
- Watching movies

### EDUCATION

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**PET POLYTECHNIC COLLEGE TAMILNADU, INDIA**

**FROM** JUNE 2010 **TO** MAY 2012

**DEPARTMENT :** DIPLOMA IN CIVIL ENGG.

### WORK EXPERIENCE

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**[ETA PCS SWITCHGEAR LLC.DUBAI] [QA/QC INSPECTOR]**

**FROM** JUNE 2015 **TO** JULY 2019

- Inspect and ensure the various enclosures

**[TESLA POWER SWITCHGEAR LLC.DUBAI] [OFFICE ASSISTANT]**

**FROM** OCTOBER 2019 **TO** CURRENTLY WORK HERE

- Keeping an inventory of office supplies and ordering new materials as needed
- Collaborate with management to complete necessary projects and work independently on prior delegated tasks.
- Maintaining and restock office supplies as needed.

### SKILLS

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- Ability to work on multiple tasks.
- Ability to make a problem solve.
- Good communication skills in verbal and written and also known the microsoft office.
- Proactive thinking and taking initiative