





Misroy A

Administrative Officer

Organized Admin Manager with noted 5 years of consolidated experience in different designations. Prioritize projects and multitask effectively to achieve project goals. Methodical and detail-oriented team player with expertise in team leadership. Offering these skills and strong work ethic.



Misroy A

E-mail:

misroy143@gmail.com

Phone Number:

+971 0505906431

Address:

83A, Echampadi Post, Pallipattu,
Thiruvallur - 631207, TN, India

Marital Status :

Unmarried

Nationality :

Indian

Date Of Birth:

21st December' 1996



Skills

Scheduling



Documentation



Organization



MS Office



MS Excel



🗨 Languages

English



Tamil



Work Experience (5 years)

RECEPTIONIST

Feb'20 To Jan '22

Shell Business Operation - India

- Handle Client and Employee queries.
- Maintain Records Properly.

ACCOUNTANT

Aug '18 To Dec '19

Eye to Eye Opticals - Chennai, India

- Update sales and purchase details in Tally.
- GST filling under the Auditor Knowledge.

STATION SUPPORT ASSOCIATE

Jul'17 to Jul '18

Amazon Pvt Ltd -Chennai, India

- Billing & Cashier in Amazon work Station.
- Assigning Package for delivery persons and track orders.

Education

Queen Marris Arts & Science College (BSC- MATHS)

2014 - 2017

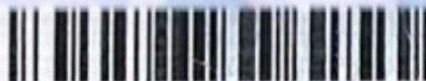
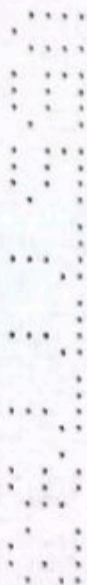
Madras University

Working Proficiency

- Hard Working
- Play as Team head in Team working.
- Good Relation with Colleagues.
- Soft Spoken
- Punctual Personality
- Faithful for work position

34

ई-वीजा / E-VISA



V5577793

पिता / कानूनी अभिभावक का नाम / Name of Father / Legal Guardian

YESAIYAN

माता का नाम / Name of Mother

KOKILA

पति या पत्नी का नाम / Name of Spouse

पता / Address

NO 83A ECHAMBADI

PALLIPATTU, TIRUVALLUR

PIN: 631207, TAMIL NADU, INDIA

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

फाइल नं. / File No.

MA1063891533322



P<INDAADHAVAN<<MISROY<<<<<<<<<<<<<<<<<<<<<<
V5577793<6IND9612202F32012771063891533322<88

MAXIMUM STAY 90 DAYS



الهيئة الاتحادية للهوية والجنسية والجمارك وأمن المنافذ
FEDERAL AUTHORITY FOR IDENTITY, CITIZENSHIP, CUSTOMS & PORT SECURITY
الإدارة العامة للإقامة وشؤون الأجانب - دبي
GENERAL DIRECTORATE OF RESIDENCY AND FOREIGNERS AFFAIRS - DUBAI



United Arab Emirates

إذن دخول الكتروني - eVisa



سياحية/سفرة-طويلة
Tourist/Single-Long

ENTRY PERMIT NO: 204/2022/77173665

Date & Place Of Issue: 10-02-2022 Dubai

Valid Until: 10-04-2022

U.I.D. No: 225457328

Allowed to enter U.A.E to:

Full Name: Ms. MISROY AADHAVAN YESAIYAN

Nationality: INDIA

Place of Birth: TIRUVALLUR TAMIL NADU

Date of Birth: 20/12/1996

Passport No: Normal / V5577793

Profession: ADMINISTRATIVE ASSISTANT

إذن دخول رقم:

تاريخ ومحل الاصدار: 2022-02-10 دبي

تاريخ صلاحية الدخول: 2022-04-10

الرقم الموحد:

أجيز بدخول دولة الامارات العربية المتحدة الى:

الاسم الكامل: ميسروي ادهافان يسيان

الجنسية: الهند

مكان الميلاد: تيروفالور تاميل نادو

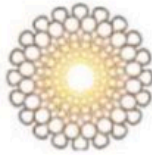
تاريخ الميلاد: 1996/12/20

رقم الجواز: عادي / V5577793

المهنة: مساعد إداري

Note: ENJOY YOUR VISIT & LEAVE BEFORE YOUR
VISA
EXPIRES SO WE CAN WELCOME YOU AGAIN

تنبيه: تمتع بزيارتك وغادر قبل إنتهائها ليتم الترحيب بك مرة
أخرى



إكسبو 2020 دبي
دبي، الإمارات العربية المتحدة
DUBAI UNITED ARAB EMIRATES

دبي 2040
DUBAI



Director General of Residency & Foreigners Affairs

استوفيت الرسوم

الإدارة العامة للإقامة وشؤون الأجانب

لتواصل مع الإدارة يرجى الاتصال بخدمة أمر
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