

RAVIKUMAR.V



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Contact Numbers:
Mobile :+971506446453

Address for Contact

RaviKumar vemulawada
Al Karama
Near ADCB Metro Station
Dubai
UAE

Personal Data

Father's Name: ChinnaAnjaiah

Date of Birth :14-04-1989

Sex :Male

Nationality :Indian

Marital Status : Married

Religion : Hindu

Languages Known:

(Mother Tongue underlined)

- English, Telugu, Hindi

CURRICULUM VITA

Objective:

- Seeking a position to utilize my skills and abilities that I ever earned throughout my studies that offers the professional growth while being resourceful, innovative and flexible.

Work Experience

HR Assistant in AL SHAFaq CONSTRUCTION CO LLC Oman (2016 March to 2018 January)

- Assisting in Annual leave settlement and End of service settlement preparation.
- Assisting in monthly preparation of Payroll.
- Maintaining Employee records, filing and personnel records.
- Assisting in employee joining and exit formalities.
- Coordinating for employee visa, tickets and medical insurance.
- Maintaining labour accommodation details.

Office Assistant in AL SHAFaq CONSTRUCTION CO.LLC (2015 February to 2016 March)

- Daily Overseeing clerical tasks, such as sorting and sending mail
- Keeping an inventory of office supplies and ordering new materials as needed
- Maintaining files
- Welcoming visitors to your office
- Answering phone calls
- Taking and delivering messages
- Ensuring the office runs smoothly
- Scheduling meetings and sending meeting invites to attendance

Educational Qualification

- Completed SSC in the year 2006.
- Completed Intermediate in the year 2008.

Computer Qualification

- Diploma in Computer Application
- Hardware in desktop computer
- AUTOCAD Drafting
- Short term Vocational course in PLUMBING

Strength rafting

- Hardworking
- Confident
- Communication Skill
- Sincere and dedicated

Hobbies /Interest

- Making short films and local videos
- Poetry and singing

Passport Details

- Passport Number: R4806363
- Date of Issue : 21-09-2017
- Date of Expiry : 20-09-2027
- Place of Issue : MUSCUT

VISA STATUS:visit visa

Languages Known

Language	Speak	Write	Read
Telugu	Yes	Yes	Yes
English	Yes	Yes	Yes
Hindi	Yes	Yes	Yes
Arabic	Little	NO	NO

Self Appraisal

- Resourceful and systematic in undertaking responsibilities
- Excellent communication & Presentation skills
- Capable of adapting quickly to new environment
- Able to work under pressure

Declaration

I hereby solemnly declare that all the above furnished details are true best of my knowledge and I assure of my sincerity to my work in your esteemed organization.

Place:

RAVIKUMAR VEMULAWADA