**CROSSWIN NEWTON**

Villa No:3

Street No 8,Alqouz1

Dubai.U.A.E.

Email: crosswinjavid@gmail.com

Cell : +971-524581427

**OBJECTIVE:**

 Seeking a challenging position with substantial responsibilities where my varied experience would be fully utilized and where I make a significant contribution to my employer which will gave me opportunities.

**PROFESSIONAL EXPERIENCE:**

**WORKING AS AN OFFICE ASSISTANT WITH TOTAL OF 5 YEARS EXPERIENCE IN GCC.**

* **Currently working as an OFFICE ASSISTANT on PRIME MOVERS LLC, DUBAI**
* **1 year experience as an OFFICE ASSISTANT on SHOBHA INTERIOR LLC,DUBAI,**

Sobha Interior Joinery Division is one among the leading interior and Joinery Companies in Dubai.

* **2 Years** experience as an **OFFICE ASSISTANT** on **AL FAKHRA DATES COMPANY,SAUDI ARABIA,**

Al Fakhra Dates Company is one among the leading packing and Account Companies, reputed for the performance in packing activities in Saudi Arabia.

**JOB RESPONSIBILITIES:**

* Documents Maintaining Project wise.
* Maintaining Office Staff & workers Time Sheet Records.
* Maintaining Supplier Invoice record and submitting to Accounts.
* Vehicle Log sheet preparing and maintaining Monthly Reports.
* Good Communication with Co-Workers.

**ACADEMIC CREDENTIALS:**

Qualification : XII

SCHOOL : St. Francis Xavier Hg.Sec.School,

PERIOD : 2009-2010

PERCENT : 70%

**ADDITIONAL QUALIFICATION:**

* Microsoft Office
* Tally

**LANGUAGES KNOWN :**

* ENGLISH : READ,WRITE,SPEAK
* TAMIL : READ,WRITE,SPEAK
* MALAYALAM : SPEAK
* HINDI : SPEAK

**STRENGTH:**

* Ability to Workhard
* Quick Learning
* Ability to Work in Teams

**PERSONAL DETAILS:**

* Name : CROSSWIN NEWTON
* Age : 27
* Date of Birth : 07.10.1992
* Marital Status : Single
* Nationality : Indian
* Languages : English,Tamil,Hindi,Arabic,Telegu& Malayalam
* Address : 62/16, Meenaver Colony,George Road,

Tuticorin,Tamilnadu.

**PASSPORT DETAILS:**

* Passport no : K9978686
* Expiry Date : 25/04/2023

**VISA DETAILS:**

* Employment Visa at UAE,
* From 2016.

**DECLARATION:**

 I hereby declare that all the above written particulars are true to the bestof my knowledge and belief. If you given an opportunity to work I will work to the best of my ability and complete satisfaction of my superiors.

 Thanking you with anticipation

(CROSSWIN NEWTON)