

CURRICULUM VITAE

MOHAMED RIYASDEEN

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Objective

Seeking a suitable position in an organization where my vast experience on mobility and assistant to an office administration and Public relation can be utilized in achieving target sets by the management.

Academic Qualification

HSC - Govt. Higher Secondary school, Muthupet, Tamil Nadu, India

Additional Qualification

U.A.E Driving License - Permitted Car (manual) and Motor Cycle

Professional Strength

- More than 20 years hands on UAE experience
- Extensive Knowledge of day to day routine office assistant job
- Well versed UAE routs and Dubai Markets
- Good Telephone Skills
- Time management
- Maintaining good relation with office colleagues and company business partners
- Banking
- Knowledge of all govt. department related in office license, employee work permits, Ejari Process, Permissions of Certifications from Chamber of Commerce. Etc.
- Trust worthy and Hard working

Work Experience

Office Assistant cum Driver May 2001 – Apr 2020

M/s. Classic Partnership Advertising FZ-LLC, Dubai

- Reporting to Office Admin Manager and Finance Manager

- Joined as Motor Bike messenger after successful completion of 5 years promoted to Office assistant cum Driver
- Day to day Banking
- Timely delivering/collection of Art work from/to various locations
- Invoices delivery to and Cheques collections from the business partners
- Handling the Reception where necessary
- Knowledge of handling office documents and filing
- Purchasing office pantry and cleaning materials
- Assisting PRO for the renewal of office trade license, Establishment Card, process of work permits of office team members and its dependents. etc.
- Taking tour for the office and owner guests for their meetings and shopping. etc.
- Airport Drop off and pick up of office guests, Employees.

Office Boy cum Bill collector 1999 – 2001

M/s. Fresh Air Technical System, LLC, Dubai

- Day to day office cleaning
- Providing refreshment to the office visitors
- Invoices delivery to Clients
- Collection of Cheques
- Tracking and following up of the invoice delivery and payments
- Banking day to day works

❖ **Personal Details**

- o Visa Status : Valid Free Zone Visa(Transferable)
- o Date of Birth: 17-05-1974
- o Sex: Male
- o Nationality: Indian
- o Marital Status: Married
- o Languages Known: English, Hindi, Tamil, and Malayalam & Arabic

❖ Reference: upon request will be provided

DECLARATION:

I hereby declare that above mentioned information is true to the best of my knowledge and belief.

Yours Truly

Mohamed Riyasdeen