

CURRICULAM VITAE



FAIZUR RAHMAN

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(LOOKING FOR OFFICE BOY JOB)

Objective:

To become a successful professional in the field of mechanical engineering by utilizing my skills, strong academic excellence. And would like to enable further personal, professional development and work towards the prosperity of the organization.

Education:

- Vandayar polytechnic collage, Thanjavur (2012-2015) Diploma in Mechanical Engineering
- Immaculate Matriculation School (2011-2012) SSLC

Academic Project:

Title: Fabrication of air operated circular grinding machine

Application:

- Manufacturing
- Maintenance
- Quality control
- Production

Summary of Qualifications:

- More than **One-year** experience as an Assistant Mechanic and Spare parts sales representative

OFFICE SKILLS ACQUIRED WHILST STUDYING

- Establishing priorities and managing workload.
- Checking, monitoring and ordering office supplies.
- Answering telephone calls professionally.
- Filing paperwork and photocopying.
- Providing cover on the telephone switchboard and in a reception area.
- Dealing with queries quickly and professionally.
- Sorting and distributing internal/external post.
- Resolving administrative queries.
- E-mailing correspondence.
- Maintaining office equipment by completing preventive maintenance, arranging for repairs and monitoring equipment operation.
- Perform errands that assist daily office functions i.e. banking cheques.
- Typing documents, reports and correspondence.

KEY ATTRIBUTES

- Anticipating and meeting the needs of an office.
- Excellent verbal, non-verbal and written communication skills.
- Ensuring the confidentiality of all documentation and information.
- Competent in using Word and other Microsoft Products (Outlook & Powerpoint).

Personal Profile:

Father's Name	: Habeeb Rahman
Gender	: Male
Date of Birth	: 18/06/1996
Marital Status	: Single
Religion	: Muslim
Nationality	: Indian
Language Known	: English, Tamil, Hindi, Malayalam
Passport Exp	: Expires on 05/07/2025
Driving License	: Indian (Car and Two wheeler)

Declaration:

I hereby declare that all the information furnished above is true to my knowledge and belief.

Yours Sincerely,
Faizur Rahman