



Dhanu Joseph

ROLLA SHARJAH

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Dhanumanoj1416@gmail.com

PERSONAL PROFILE

DATE OF BIRTH : 16/07/1993

AGE : 27

GENDER : FEMALE

MARITAL STATUS : MARRIED

NATIONALITY : INDIAN

FATHERS NAME : JOSEPH

MOTHERS NAME : BEENA

PASSPORT DETAILS

PASSPORT NO : S3415973

PLACE OF ISSUE : TRIVANDRUM

DATE OF ISSUE : 23/07/2018

DATE OF EXPIRE : 22/07/2028

VISA STATUS : VISIT

VISA EXPIRY : 15/11/2020

Reference: Husband visa
available on request

TECHNICAL SKILLS

INTENSIVE KNOWLEDGE OF
INTERNET.

GOOD KNOWLEDGE OF
COMPUTER SOFTWARES.

EXCELLENT IN MS OFFICE.

OBJECTIVE

I feel that my greatest strength are my strong commitment. My skill at working efficiently as a part of a team, and forming solid personal bonds with other staff members. My desire to do everything possible to ensure that my company not only meets but indeed exceeds all the goals and targets set for it.

PROFESSIONAL EXPERIENCE

RECEPTIONIST CUM OFFICE ASSISTANT

1. Fisheries department kollam kerala. [2017-2019]

- Manage the daily operations of the office: which includes the working with staffs, customers and visitors.
- Determines number and kind of workers needed to perform required work, and schedules activities.
- Open and distribute incoming regular and electronic mail and other material and co-ordinate the flow of information internally and with other departments and organizations.
- Answer telephone and electronic enquires and reply telephone calls and messages.

ACADAMIC QUALIFICATION

▪ B.Ed.

FATHIMA MEMORIAL TRAINING COLLAGE KERALA 2015

MAJOR: NATURAL SCIENCE

▪ BSc

FATIMA MATA NATIONAL COLLAGE KOLLAM KERALA 2014

MAJOR: ZOOLOGY

▪ HSS

LOURDE MATHA ENGLISH MEDIUM HSS KOLLAM KERALA 2011

• SSLC

LOURDE MATHA ENGLISH MEDIUM HSS KOLLAM KERALA 2009

DECLARATION

I here by declare that all the above mentioned information is true to the best of my knowledge.

Place: Sharjah

Yours faithfully

Date:

DHANU JOSEPH

KEY POINTS

GOOD COMMAND OVER LANGUAGE.

EFFECTIVE INTERPERSONAL SKILLS.

QUICK LEARNER,STRONG PROBLEM SOLVING SKILL.

ENERGETIC,SHARP,HIGHLY MOTIVATED AND COMMITED.

CONFIDENT &DICIPLINED.

LANGUAGES KNOWN

ENGLISH

MALAYALAM

TAMIL

HINDI

HOBBIES

READING BOOKS

TRAVELLING

CRAFT

ART

CREATIVE WRITING

DRAWING