



Ajwal prakash V V

International city
Dubai, UAE

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DOB : 07/12/1996

OBJECTIVE

To seeks a suitable position with a reputed organization in order to utilize my skills, expertise and experience for the growth & prosperity of the organization to the optimum level as well as facilitate career & professional growth

SKILLS

- Active listening
- Teamwork
- Communication
- Positive attitude
- Customer service
- Interpersonal skills
- Computer skills
- Management skills
- Leadership
- Flexibility

LANGUAGE

- Malayalam
- Hindi
- English
- Tamil
- Arabic (basics)

STRENGTH

Comfortable and adaptable to work in the condition
Self-confident, optimistic, sincere and reliable to take up responsibilities.
Hard working and eagerly accepts and adapts to new challenges and situation

EXPERIENCE

Flipkart

Store keeper

Duration : **2016 - 2017**

Tea day Cafe , AL aziziya qatar

Manager

Duration : **2017 - 2020**

Rini motor driving school

Office Assistant

Duration : **2021 - 2022**

EDUCATION

GVHSS madappally

Higher secondary

Passing Year - **2014**

SIDT (Skills indian institute of development technology)

Diploma in hardware and networking

Passing Year - **2017**

SIDT (Skills indian institute of development technology)

Indian accounting

Passing Year - **2017**

PERSONAL & PASSPORT DETAILS

Name : AJWAL PRAKASH V V

Date of Birth : 07-12-1996

Nationality : INDIAN

Gender : Male

Marital Status : Single

Passport No : P4630691

Place of issue : KOZHIKODE

Date of issue : 11-11-2016

Date of Expiry : 10-11-2026

Visa Status : Visit visa

Visa Expiry: 26-07-2022

OFFICE ASSISTANT

- 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 attendees

DECLARATION

I have Declare that the information furnished above are true and correct according to the best of my knowledge and belief. If I have get any occasion to prove my ability, I will do best with full of responses.