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### Career Objective:

Seeking an opportunity to improve my skills and experiences by joining your organization and I would like to a part of your company where I can utilize and use my knowledge and talent and to enhance my knowledge for the improvement and development of both the organization and myself.

### Work Experiences:

#### **ISAM KABBANI TRADING EST.**

**Office Assistant / Document Controller**

**Dubai Industrial City,**

**Dubai – UAE**

**Period: From-2012 up to 2020**

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#### **MUSAAB ALI NAQABI**

**Advocate, Legal Consultant.**

**The Prism Tower, Business Bay –Dubai**

**Office Assistant & Document Controller**

**Filing clerk, Office boy**

**Period: From-2021 up to 2022**

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### Role and Responsibilities

- Delivers and serves lunch, tea, water and other snacks to staff and faculty members as per their requirements.
- Assists in menial office tasks required by the office staff; like photocopying documents, delivering files and documents to other staff members, dispatching documents, etc.
- Inspects and turns on Air Conditioning and Multimedia, and prepare it for use in the class.
- Arranges the seats, organizes and prepares the classrooms in a specific period of time along with coworkers, so a classroom is ready to be utilized by students and teachers.
- Repairs small problems and maintains fresh classroom environment.
- Prepares tea and coffee for staff and faculty members. Maintains the cleanliness of the office kitchen.

#### **AL KIFAYA TRADING LLC**

**Counter and Outdoor Sales**

**Muscat**

**Sultanate of Oman Period:**

**From 2004 – 2011**

### Role and Responsibilities

- Provide support to customers by delivering our products on time.
- Acted as counter sales man when necessary.
- Helped in stock counting of company warehouses.
- Supported in arranging the shelves.

Education Qualification:

S.S.L.C- Secondary School Certificate - 1987  
Board of Secondary Education Kerala

Personal Details:

Date of Birth : 04/May/1972  
Nationality : Indian  
Marital Status: Married  
Visa Status : Employment Visa  
Language : English, Hindi, Malayalam, Arabic.

Passport Details:

Passport No. : R-5237665  
Date of Issue : 26/10/2017  
Place of Issue : Cochin, Kerala  
Date of Expiry : 25/10/2027

I hereby inform that all the above information furnished by me is true and correct to best of my knowledge.

RASHEED KURIAPILLY