

DOB: 09-06-1991

# **OBJECTIVES**

To pursue highly challenging ventures where I can contribute constructively with the fullest utilization of my background to the organization's growth and strength.

### CONTACT

+971 501827948

Shabadep35@gmail.com

### HOBBIES

Reading Touring Sports (Calisthenics, Cricket, Ping Pong, Swimming)

# SKILL

Flexible
Analytical
Adaptable
Responsible
Loyal and Discreet
Able to Build Relationships
Able to Operate Under Pressure

### LANGUAGES KNOWN

Malayalam English Hindi Telugu Tamil

# SHABAD

OFFICE ASSISTANT/FOLLOWUP CLERK
5 YEARS & 02 MONTHS IN GCC / INDIA AS AN OFFICE
ASSISTANT / FOLOWUP CLERK

## ACADEMIC QUALIFICATION

Higher secondary school completed

### WORK EXPERIENCE

COMPANY NAME : Abu Dhabi Construction Company LLC

DESIGNATION : Office assistant / Follow up clerk

NATURE OF WORK: Assist to all staffs and management team.

EXPERIENCE : December 2013 to till date.

COMPANY NAME : Amen Engineering Company

DESIGNATION : Office Assistant

NATURE OF WORK: Assist to all staffs and management team.

EXPERIENCE: June 2010 to December 2013.

### **ROLES AND RESPONSIBILITIES**

- Assist to HR manager for applying security passes & Posam cards.
- Helping to all departments for filing works.
- Act as a receptionist.
- Coordinate with drivers in emergency situations.
- Receiving the guest and suppliers phone calls and transfer to concern departments.
- Maintaining the stationary items.
- Help the suppliers to shift the materials in to our office.
- Maintaining the pantry in office.
- Issuing snacks and refreshes drinks like coffee, Tea to all staffs on time.
- Receiving and serve to guests.
- Maintaining the staff accommodation and cleaning.
- Office garden maintenance
- Order the pantries before finishing
- Assist to clean the office.

KOZHIKODE

21/11/2012

20/11/2022



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# भारत गणराज्य REPUBLIC OF INDIA



इसके दुवारा, भारत गणराज्य के राष्ट्रपति के नाम पर, उन सभी से जिनका इससे संबंध हो, अनुरोध एवं अपेक्षा की जाती है कि वे धारक को बिना किसी रोक-टोक के स्वतंत्र रूप से आने-जाने दें, और उसे हर तरह की ऐसी सहायता और सुरक्षा प्रदान करें जिसकी उसे आवश्यकता हो।

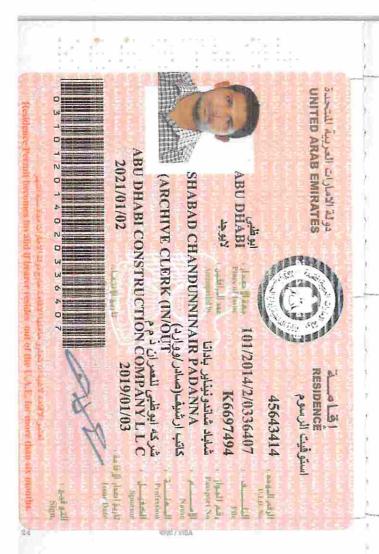
THESE ARE TO REQUEST AND REQUIRE IN THE NAME OF THE PRESIDENT OF THE REPUBLIC OF INDIA ALL THOSE WHOM IT MAY CONCERN TO ALLOW THE BEARER TO PASS FREELY WITHOUT LET OR HINDRANCE AND TO AFFORD HIM OR HER, SHE MAY STAND IN NEED.

भारत गणराज्य के राष्ट्रपति के आदेश से

BY ORDER OF THE PRESIDENT OF THE REPUBLIC OF INDIA



सहायक / ASSISTANT पासपोर्ट कार्यालय / PASSPORT OFFICE कोषिक्कोड / KOZHIKODE



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