



SHABAD

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

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

Shabadcp35@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

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.

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