

NEET PANKAJ BHATIA

✉ Bhatia1982@gmail.com

☎ 056-2119566

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📍 Bur Dubai, United Arab Emirates.

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S U M M A R Y

A detail oriented, focused, and highly motivated individual who has extensive knowledge of administrative procedures, systems and processes. Can provide high level of administrative support to enable the smooth running of the office. E X P E R

I E N C E

- I star Trading company as an Administrative
- Hindu community temple as an Administrative for 7 years and working as administrator in Nikita star office From 6 months I have worked in sales for one month.

C O R E C O M P E T E N C I E S

- Office procedures
- Resolving queries
- Attending calls and directing them
- Maintain office files
- Arrange hotel and flights
- Effective Communication

EDUCATION

- Higher secondary school STSB Junior college of arts and commerce
- Senior School Certificate Examination from Adukiya School

PERSONAL DOCUMENTS

- Nationality – Indian
- Date of Birth – 19th October 1982
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- Religion – Hindu
- Availability: Immediately
- References: Available on request.
- Languages Known – English, Hindi, Sindhi and Gujarati □ Driving license-
Dubai

DECLARATION

I consider myself with above relative field experience and hereby declare that the information above is true