

SHOKIT ALI

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POST APPLIED FOR: - OFFICE ASSISTANT

OBJECTIVES

To achieve professional excellence in any above-mentioned field that provides me with opportunities to fully utilize and develop my knowledge, skills, information and education, I am. easily motivated, confident, honest and dedicated to my job.

SKILLS AND STRENGTHS

- Health, Hard worker, Team Player, Positive attitude and Boundless Energy, Quick Learner, innovative, Ability to adapt to situations, Hardworking, Self-believed and respect others diligence, Confidence, Sincerity & Loyalty.

EDUCATION

- +2 Level Education at HSE High School, 65%
- Diploma Certificate
- P.R.C Certificate
- S.T Certificate

SEMINARS

- Emergency First Aid (D.C.A.S) Certificate
- Institution of Occupational Safety and Health (ITAC Safety Training Center LLC)
- Scaffolding Erectors (Arbit Safety Training and Consultancy LLC)
- Emergency Fire Certificate

EXPERIENCE

- Working as **"MS Construction LLC FZ" "Mohammed Bin Rashid Al Maktoum City- District One Villas & Mansions Project"** In UAE **"DC Office Assistant"** From "November/2015 to April/2018.
- Working as **"MS Construction LLC FZ" "Dubai Water Canal Development SAFA A & SAFA B Project"** in UAE **"DC Office Assistant"** From April/2018 to Till Date.

SKILLS

- *Acknowledge, welcome and greet customers in a warm and friendly manner*
- *Collect and maintain all documents to arrange an organized filing system*
- *Daily file management*
- *Disseminating information through telephone*
- *Organizing and maintaining paper files*
- *Answering telephone, direct, screen calls, taking and relaying messages*
- *Maintaining and devising office systems, including filing, data management etc.*
- *Providing information to callers, greeting persons entering organization and directing individuals to correct destination.*
- *Monitoring the use of equipment and supplies within the office*
- *Dealing with queries or requests from the visitors and employees*
- *Coordinating the maintenance and repair of the office equipment*
- *Assisting other administrative staff wide range of office duties*
- *Collecting and distributing couriers or parcels among employees.*

PERSONAL DETAILS

- *Date of Birth* : 03/03/1994
- *Marital Status* : Single
- *Gender* : Male
- *Nationality* : Indian
- *Passport No* : L3280248
- *Passport Category* : ECNR

LANGUAGE

- *English, Hindi, Urdu, Arabic & Panjabi*

DECLARATION:

- *I hereby declare that the information furnished above is true to the best of my knowledge. I am also confident of my ability to work in a team.*

Shokit Ali
Applicant's Signature