

## RESUME

BHOOPELLI RAJ KUMAR

Mobile - +971 554334976

Current location – Dubai (U.A.E)



### Summary

Self-motivated individual looking to use technical and customer service skills to support co-workers and clients as an **office** assistant. Seeking an **office** assistant **position** at company that requires exceptional interpersonal skills and builds clerical knowledge. Experienced General Worker with background in diverse hands-on roles. Strong mechanical and time management abilities.

### Highlights

- Safety-oriented
- Office work experience
- General maintenance
- Roles understanding
- Time management

### Strengths

- Excellent interpersonal and leadership skills
- Highly organized and dedicated to work
- Goal-oriented and resourceful
- Basic communication skills
- Ability and patience to do team work
- Outstanding problem-solving skills
- Receptiveness to new ideas and other people's insights
- Great time management skills
- Outgoing and friendly personality

## Experience

**Part-time Office Boy & Housekeeper**  
**2019 –present**

**DUBAI, U.A.E**

- Responsible for cleaning office .
- Responsible for office work like sending mails to higher positions.
- Responsible cheque deposite to company accounts.

**Sales Promoter in BLUE STAR WATER PURIFIER**  
**2017 –2018**

**Karimnagar**

- Responsible for sales of water purifier .
- Responsible for office work like sending mails to higher positions.
- Responsible cheque deposite to company accounts.

**Calling Executive & Data Entry in Vision India Communication PVT LTD**  
**Karimnagar**  
**2018 –2019**

- Responsible for customer queries .
- Responsible for office work like sending mails to higher positions and Data Entry.
- Responsible cheque deposite to company accounts.

## Education

**Bachelors of Commerce – Ramakrishna Degree & P.G College**  
**2011-2014**

**Jagitayal,**

Ramakrishna Degree & P.G College -Jagitayal

**Intermediate board andra pradesh – Sri Vivekananda JR College**  
**2009-2011**

**Jagitayal,**

Sri Vivekananda JR College - Jagitayal

**Secondary school certificate – ZPHS(Athargam)**  
**2008-09**

**Athargam,**

ZPHS –ATHAGAM

## Personal profile

Date of Birth - 20-12-1992

Sex - male

Marital Status – Single

Permanent Address – (vil) Athargam, (mdl)Jagityal, (dist) Jagityal, Telangana,505433.

Languages known – English , Hindi, Telugu.

Passport No – P8810539

Visa Status – OWN VISA (valid to September 2022)

DATE : 18-10-2020

Yours faithfully

(BHOOPELLI RAJ KUMAR)