

AMAL . A

Autocad Draftsman /
Office Assistant/Sales



Phone number: **058 2730082**

WhatsApp: +91 99473 84968

Dubai -UAE

Email ID:

amalunni433@gmail.com

Personal Details:

DOB : 05.03.1998

Sex : Male

Marital Status : Single

Nationality : Indian

Passport number : T 4840647

Place of Issue : Cochin

Date of Issue : 18.03.2019

Date of Expiry : 17.03.2029

Visa status : Visit visa

Languages Known:

- English
- Hindi
- Malayalam
- Tamil
- Nepali

Hobbies:

Reading, Listening to Music,
Watching movies, Travelling,
Driving.

CURRICULUM VITAE

CAREER OBJECTIVE

Seeking a position for any Suitable Job to My Qualification. Where my professional and individual skills can be utilize, where I can invest all my professional expertise, qualification, valuable experience to the optimum level, to facilitate mutual growth for the organization and my career.

PROFILE SUMMARY

Experienced Professional with 3 plus Years of Experience in India & Jordan. Proven expertise in **Office Administration Cum Computer operator, Cash counter handling and Autocad Draughtsman.**

- ❖ Profound knowledge of CAD tools.
- ❖ Exceptional knowledge of design principle.
- ❖ Immense ability to review civil drawings.
- ❖ Excellent management and decision-making skills
- ❖ Administer and maintain daily front office operations, greeting clients and responding to phone calls.
- ❖ Monitoring daily production and daily counter sales.

ACADEMIC PROFILE:

- ❖ **I.T.I -Draughtsman Civil - MAM** ITI Karunagapally,Kerala-2018
- ❖ **Plus Two -Board of Open Schooling & Education ,Sikkim -2016**
- ❖ **S.S.L.C – CMHS** Kayamkulam,Kerala-2014

COMPUTER KNOWLEDGE:

- ❖ **Revit, Auto Cad 2D, Microsoft Word & Excel.**

EXPERIENCE:

OFFICE ASSISTANT&COMPUTER OPERATOR Jerash Garments Fashions Man.Pvt LTD-Jordan	From June 2019- October 2021
SITE SUPERVISOR Cum DRAUGHTSMAN Palakkottu Builders-Kerala	From Jan 2019 - June 2019
TRAINEE MANAGER National Geographic-Kerala	From Aug 2018 - Dec 2018

SKILLS:

- | | |
|---|--|
| ➤ 2D & Architect Drawing | ➤ Auto Cad Software Operator |
| ➤ Revit Building Drawing | ➤ Pencil Drawing |
| ➤ Wall Painting | ➤ Driving |
| ➤ Garment F.K Cutting
Machine Operator | ➤ Garment Gerbercad software
Operator |

DECLARATION:

I Confirm that the above-mentioned details are true to the best of my Knowledge

AMAL . A

Date: