




Arun Varghese Samuel



I am a postgraduate looking for a suitable opening in Office Admin/Customer Service in your organization. I am looking forward to further hone my skills and knowledge in my preferred areas of interest by working in a reputed institution or company.

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 Yasmin Village by Uniestate, R.A.K, United Arab Emirates

SKILLS

Proficient in Microsoft Office

Good Writing Prowess

Excellent Communication Skills

Willingness to Work in Any Situation & a Team Player

EDUCATION

Bachelor of Arts: English Language & Literature
Bishop Moore College
2008 - 2011

Mavelikara, Alappuzha, Kerala, India

Master of Arts: English Language & Literature
University of Kerala (SDE)
2011 - 2013

Palayam, Trivandrum, Kerala, India

ACCOMPLISHMENTS

Passed the certificate program in Communicative English held by the University of Kerala

Passed the certified course G- Operator in Microsoft Office

LANGUAGES

English

Full Professional Proficiency

Malayalam

Native or Bilingual Proficiency

Hindi

Full Professional Proficiency

INTERESTS

Reading

Travelling

Physical Training

PERSONAL DETAILS

Date of Birth: 14/07/1989

Marital Status: Single