

RIZWAN



Contact No.:

+971-582096932

Email:

rismwanchenthara@gmail.com

Personal Data:

Date of Birth : 08-12-1998

Sex : Male

Nationality : Indian

Marital Status : Single

Passport Details:

Passport No : R4916314

Place of Issue : India

Date of Issue : 07-10-2017

Date of Expiry: 06-10-2027

Visa Status : Long term visit

Present Location:

KARAMA – Dubai - UAE

RESUME

OBJECTIVE

A dynamic smart and interactive young person with a sound professional background seeking for placement in any collaborative and challenging environment where integrity and corporate governance are highly valued with objective to improve my career and support the organization to achieved its goals.

UAE DRIVING LICENSE HOLDER

WORKING EXPERIENCE

Company:-TESLA MOTORS (Dubai-UAE)

Experience : -2.6 YEARS (Since 2019-MARCH – 2021-AUGUST)

- Designated discipline: -
- **ADMIN AND DOCUMENT CONTROLLER (PRO)**

Company:-RINICH ENTERTAINMENT EVENTS (KERALA-INDIA)

Experience : -3 YEARS (Since 2016-JAN – 2019-FEB)

- Designated discipline: -
- **EVENT CO-ORDINATOR CUM MEGA SHOW DIRECTOR**

SKILLS

- DOCUMENTS CLEARING
- RTA DOCUMENTS
- RTA REGISTRATION
- AUTO SPARE PARTS PURCHASING
- VEHICLE INSURANCE
- SUPERVISING
- MEETING CLIENTS
- MAKING ONLINE APPLICATION LIKE GDRFA, E-CHANNEL, SMART CHANNEL, TASHEEL SYSTEMS.
- MAINTAIN CONFORMITY TO ESTABLISHED REQUIREMENTS, PERSONALLY FOLLOW UP WITH MORE COMPLICATED DISCREPANCIES, AND REPORT DIRECTLY TO UNIT SUPERVISOR
- COMPILE, EDIT, AND MONITOR A VARIETY OF DATA FROM DEPARTMENT RECORDS, AS ASSIGNED
- FUNCTIONAL OVERSEE OPERATIONS OF SCANNING / INDEXING UNIT, REVIEWING COMPLETION AND PRODUCTION GOALS, PROVIDE UPDATES AND INFORMATION TO DIRECT SUPERVISOR
- Estimating The Events, Conducting Mega shows.
- Arranging Artist And Film Stars

LICENCE DETAILS

License No : 4007254
Vehicle Type : Light Vehicle (AUTOMATIC)
Issued place : Dubai.

Education

- PURSUING BACHELOR OF BUSINESS ADMINISTRATION IN MAHATHMA GANDHI UNIVERSITY –KERALA
- HIGHER SECONDARY DIPLOMA IN KERALA STATE BOARD

IT SKILLS

- BASIC COMPUTER KNOWLEDGE
- MS EXCEL,WORD,MS OFFICE

Personal Traits

- Enjoy interacting with people.
- Able to handle any kind of situations.
- Good at convincing people.
- Efficient and well organized.

Languages Known

- English,Hindi,Arabic,Tamil&Malayalam

Reference

References will be furnished upon request.

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