



ABDU RAHMAN

OFFICE ASSISTANT

CAREER OBJECTIVE

Contribute to a dynamic growing organization where my strong analytical , interpersonal skill and hardwork will have a significant impact . The optimal position will provide professional growth and opportunities to contribute.

CONTACT

- Flat no.1110 Salim ali mazroua building. Al nahda 2 ,Dubai- UAE
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- <http://linkedin.com/in/abdu-rahman-5a1351226>

BASIC INFO

Date of Birth : 18 - Sep - 1996

Gender : Male

Marital status : Single

Nationality : Indian

SKILLS

- Excellent communication and interpersonal skills.
- Ability to listen and follow instructions.
- Having good communication skills and ability to make contact with public.
- Quick to learn new technologies and be updated.
- Very good personality and team managements skills
- Basic Computer Knowledge.(Tally and Microsoft offices and hardware knowledge)
- skill to conduct and coordinate new activities.

WORK EXPERIENCE

ONE YEAR WORK EXPERIENCE IN FIRE FIGHTER CO. DUBAI (Security , Safety and Gas systems).

ONE YEAR WORKED AS A SUPERVISOR AT BABY DAY GERMENTS Pvt.Ltd (2020)

TWO YEARS WORKED AS STORE KEEPER AT POPEES BABY CARE (2018 - 2020)

ACADEMIC PROFILE

TECHNICAL COURSE - Computer Hardware and networking at ICC Pattambi.(2016)

Higher Secondary Education - GHSS Vallappuzha (2014)

SSLC - OrphanageHSS Vallappuzha (2012)

PASSPORT DETAILS

Passport Number : P431461

Place of Issue : Cochin

Date of Issue : 19 - Oct - 2016

Date of Expiry : 18 - Oct 2026

LANGUAGES KNOWN

ENGLISH

HINDI

TAMIL

MALAYALAM

DECLARATION

I Hereby declare that the particulars given above are true and correct to the best of my knowledge and belief.

ABDU RAHMAN