

CURRICULUM VITAE



NAVASKHAN Z
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*Behind Al-Futtaim Mosque,
Deira, Naif Road, Dubai - UAE*

*STORE KEEPER, RECEPTIONIST
IT-ASSISTANT, CASHIER, SALESMAN
DATA ENTRY OPERATOR*

EDUCATION

- Higher Diploma in Computer Applications
- Typewriting – English (Senior Grade)
- Certificate Programme in Mobile Phone Servicing
- Higher Secondary School

SKILLS

- Self-Motivated & Hard Working
- Self-Planning & Time Management
- Ability to Face & Solve Problem
- Good Communication & Presentation
- Willing to learn

COMPUTER SKILLS

- Excel, Word, PowerPoint & Outlook
- Troubleshoot Hardware, Software & Networking
- Troubleshoot Printer & Scanner Issues

LICENSE DETAILS (IND)

- Light Motor Vehicle
- Motorcycle with Gear

PASSPORT DETAILS

- Passport Number : M2794627
- Date of Expiry : 13-10-2024
- Visa Status : Visit Visa UAE

PERSONAL DETAILS

- Nationality : Indian
- Marital Status : Married
- Sex : Male
- Date of birth : 27-07-1983
- Religion : Muslim
- Languages : English, Tamil, Malayalam

EXPERIENCE IN - UAE

- Position : Receptionist, Salesman & Cashier
Company : TIGI Concept Cosmetics, & Beauty Salon (Dubai UAE)
Experience : Mar 2015 to Apr 2019 (4.2 Years)

EXPERIENCE IN - IND

- Position : Storekeeper
Company : Renfra Power Private Limited (Speed Team Group)
Experience : Jul 2019 to Aug 2021 (2.2 Years)
- Position : Data Entry Operator & IT Assistant
Company : Agnite Education BPS Private Limited
Experience : Jan 2011 to Aug 2012
- Position : IT Assistant & Computer Operator
Company : Akshaya Center - Public Common Service Center
Experience : Oct 2021 to Sep 2022

DECLARATION

I hereby declare that the above given information are true and correct to the best of my Knowledge and Belief.

NAVASKHAN Z