

# **Naresh Babu Bunga**

***Dubai-United Arab Emirates***

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**Applied for Suitable Position**

***Career Objective***

***To pursue a dynamic career in an organization where I can explore the best of my capabilities and strengths, thereby contributing towards Organizational & Personal growth in the better effective and efficient manner.***

***Work Experience***

##### Golden Treasure Tourism Co. (L.L.C) Dubai-U.A.E

*As an Sales/PRO/Office Assistant / Messenger*

*Duration : June 2012-January 2021*

##### B B Automobile Co. ( 2 yrs.) Hyderabad-India

##### *As an Office Boy*

*Duration : 2010-2012*

***Responsibilities of job :-***

* *Welcoming visitors and handling callers and arranging appointments*.
* *Recieving mail & filing Documents.*
* *Any other assignment depending on the kind of the business.*
* *Organize and secure materials.*
* *Make photocopies of reports and correspondence.*
* *Coordinate the maintenance and repair of office equipment.*
* *Deliver and pick-up mail, messages, documents, packages and other items to and*

*from government offices,the Bank, the post office, or any other location that may be required.*

***Education***

**Andhra University, Visakhapatnam-India**

*Bsc. (Becholar of Science) in Mathematics*

**Deepthi Junior College, Mamidikuduru (Andhra Pradesh)-India**

*Intermediate passed*

***Computer Proficiency***

* *MS-Office, Excel, Powerpoint.*
* *Computer Operating.*
* *Internet & Email.*

***Language Known***

*English,Hindi & Telugu*

***Personal Details***

*Date of Birth* **:** *21st September1987*

*Gender* **:** *Male*

*Civil Status* **:** *Single*

*Nationality* **:** *Indian*

*Passport No***. :** *V5436692*

*Date of Issue* **:** *09/02/2022*

*Date of Expiry* **:** *08/02/2032*

*Visa Status* **: Tourist visa**

***Declaration***

*I Hereby Confirm That All The Information Given Above Are Correct To The Best of My*

*Knowledge And Will Be Considered True And Genuine.*

***Naresh Babu Bunga***