

# A.W. ABDUL SAMAD

awabdulsamad@gmail.com

Dubai, U.A.E.

+971 558942726

## OBJECTIVES

To be able to be a part of an organization with any suitable positions, where I can use my skills in accomplishing the tasks given and the rigorous responsibilities that comes with the job, which will instigate me to perform better.

## EDUCATION

### S.S.L.C.

*Year 2005* 10th Grade

## EXPERIENCE

**Engineering Contracting Company | P.O. Box 62393 Dubai, UAE**

*Office Boy* 20 October 2014 – till date

## SKILLS

- Extensive knowledge of using equipment *i.e. scanner, printer, fax, photocopying machines etc.*
- Good telephone manner and Client interface skills.
- Warm and friendly behavior which proves to be an asset in receiving and greeting visitors from outside.
- Ability to work hard and smart.
- Ability to work for late hours with full efficiency.
- Proficient in managing the documents with proper filing.
- Expert in assisting the seniors and manage the routine daily organization file.
- Ability to monitor all the office's stationeries and order if need be.

## KEY RESPONSIBILITIES HANDLED

- Responsible for all aspects of the day to day running of the filing, copying, report writing and invoicing jobs.
- Manage the documents in proper way.
- Responsible to handle the telephone inquiries.

## LANGUAGES KNOWN

- English, Hindi, Tamil.

## PERSONAL PROFILE

NAME	: A.W. Abdul Samad
D.O.B.	: 21.03.1984
Father's Name	: A. Abdul Wahab
Gender	: Male
Marital Status	: Married
Nationality	: Indian
Permanent Address	: 12/21 Zahir Hussain Street, V. Andikuppam, Panruti – (Taluk), Cuddalore – (District) – 607106.
Passport Details	: Indian Passport No. N1660740 (Valid till 9.11.2025)

## DECLARATION

I, the undersigned Abdul Wahab Abdul Samad declare that all the information furnished above is true and to the best of my knowledge.

Thanking you,

**A.W. Abdul Samad**

Date:

Place: Dubai, U.A.E.

**A.W. ABDUL SAMAD**