

## CV

Name: **Ms Bhargavi Pithani**  
Date of Birth: **December 3, 2005 (18 years)**  
Visa Sponsor: **Parents**  
Email : **uvkasn@rediffmail.com**  
Mob. : **00971 – 58 1012 579 / 058 1199 689**  
Dubai, U.A.E.



### **1. Carrier Objectives:**

I am seeking an Office Assistant's job. My age is 18 years (from December 2023). I am young and I am under my Parents sponsorship.

I would like to work in any office on a regular job.

I passed MS Office Advanced Course in October 2023 and I have good knowledge on basic Office documentation work

### **2. Skills**

- Reasonable communication skills.
- Ability to perform multiple tasks
- Ability to work under pressure.
- Disciplined and Sociable.
- Hard working, self-motivated
- Ease of adaptability to Employer's environment

### **3. Educational Qualifications**

- Passed 10<sup>th</sup> from Andhra Pradesh, India, in 2022
- **Proficiency in MS Office ( underwent an advanced course in MS Office)**

### **4. Strengths**

- Can meet and will work hard to exceed Employer expectation
- Young and agile
- Ability to learn quickly and independently to work with a minimum supervision.
- Enthusiastic, creative, detail oriented, team leader with strong problem solving and organizational skills.

### **5. Other Strengths**

- Proficient in cooking multi cuisines. Specialty in South Indian cooking

## 6. Personal Information

- Date of Birth : December 3, 2005
- Gender : Female
- Marital Status : Unmarried
- Nationality : Indian
- Languages known : English, Telugu and little Hindi
- Visa Status : Residence visa, parents sponsorship. Emirates identity card and visa till July 9, 2025)

## 7. Passport Details

- Passport No. : X 5989 679
- Validity : till March 2033
- Place of issue : India

### **DECLARATION:-**

I hereby assure that all the information given above are true and correct to the best of my knowledge.

**Ms Bhargavi Pithani**

Attached:

**Copy of Emirates Identity card (valid till July 2025)**

**Copy of Computer course completion certificate**

**UNITED ARAB EMIRATES**  
FEDERAL AUTHORITY FOR IDENTITY & CITIZENSHIP, CUSTOMS & PORT SECURITY  
Resident Identity Card



الإمارة العربية المتحدة  
الهيئة الاتحادية للهوية والجنسية والجمارك وأمن المنافذ  
بطاقة هوية مقبم



ID Number / رقم الهوية 784-2005-5490598-2

الإسم: بهارجافي بيتاني

Name: Bhargavi Pithani

Date of Birth: 03/12/2005 تاريخ الميلاد:

Nationality: India الجنسية: الهند

Issuing Date / تاريخ الإصدار 10/07/2023

Expiry Date / تاريخ الانتهاء 09/07/2025

الجنس: أنثى Sex: F

Signature / التوقيع: Bhargavi

  
ROLLA ACADEMY  
SINCE 1993  
ROLLA COMPUTER & MANAGEMENT TRAINING



**CERTIFICATE OF COMPLETION**  
This is to certify that  
**BHARGAVI PITHANI**  
has successfully completed  
**MS OFFICE BASIC TO ADVANCED**

  
P.O. Box: 171534  
DUBAI - U.A.E.

Course Duration: 30 Hours  
Date Of Issue: 18-OCT-2023

**DIRECTOR**

contact@rollaacademydubai.com  
www.rollaacademydubai.com  
+971 50 780 1081 / +971 50 150 5652