

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 10th 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 مقام

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

الإسم: بهارجافي بيتاني

Name: Bhargavi Pithani

تاريخ الميلاد: 03/12/2005

Date of Birth: 03/12/2005

الجنسية: الهند

Nationality: India

تاريخ الإصدار / Issuing Date
 10/07/2023

الجنس: أنثى

Issuing Date / الإصدار: 10/07/2023

تاريخ الانتهاء / Expiry Date
 09/07/2025

الجنس: F

Expiry Date / الانتهاء: 09/07/2025

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



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

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DIRECTOR

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