



SHOEB SAMEER

Phone Number

+971 563490930

Email Address

shaikhsoebsameer@gmail.com

Personal Details

Date of Birth : 02-06-1999

Nationality : India

Religion : Muslim

Gender : Male

Marital Status: Single

Passport Details

Passport No : T6923188

Issue Date : 20-08-2019

Expiry Date : 19-08-2029

Skills

- Excellent communication skill
- Active listening skill
- Organizational skills
- Good team player as well a Team Leader.
- Problem solving skills

Languages

- English
- Hindi
- Urdu

CURRICULUM VITAE

To support the management in efficient running Organization and embrace new challenges in my career development.

WORK EXPERIENCE

- ❖ Worked as a Office Boy in INDIA for 01 years
- ❖ Currently Working as a Office Assistant in A G Facilities Solutions for Building Company for 02 and half years

EDUCATION AND QUALIFICATIONS

- ❖ SSC High School ,2015
- ❖ INTERMEDIATE ,HSSC 2017

DUTIES & RESPONSIBILITIES

- Handling incoming calls and other communications.
- Managing filing system.
- Recording information as needed.
- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents, and word processing.
- Helping organize and maintain office common areas.

DECLARATION

I hereby declare that the above mentioned is true and correct to my knowledge and belief.

SHOEB SAMEER