

**FREDRICK VAS**

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**Passport No. Z3985836, Visa validity from India to UAE 04/09/2023 to 02/11/2023**

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**Address: DUBAI (UAE)**

**Professional Summary**

Dedicated and adaptable professional with a proven track record of excelling in multitasking roles, seeking opportunities to contribute my skills and expertise in Dubai's dynamic and diverse work environment. Possessing strong organizational abilities and a knack for managing multiple responsibilities simultaneously, I am confident in my capacity to thrive in fast-paced and demanding work settings. My commitment to delivering exceptional results, coupled with my cross-functional proficiency, makes me a valuable asset for employers looking for a multitasking expert in Dubai.

**Skills**

**Verbal Communication Skills**

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| **Writing.**  **Time management. Multitasking.**  **Work History**  **Worked with Reliance Centro Bazar Sahara Ganj Mall, Lucknow Part Time Job for 2 ½**  **Years**   * Excellent Communication Skills. * Empathy Skills. * Time Management Skills. * Ability To Perceive Clients. * Willingness To Learn.   **Worked with Hills and Tours Travels as Travel Consultant Lucknow (Part Time Job for 2years)**  Booking tickets, reserve accommodation and organize transportation. Answer client questions  about travel destinations and accommodations. Fulfil specific client requests. Build and maintain  relationships with clients.  **Office Assistant with Headmistress, April 2010 - August 2018**  **St. Francis College Lucknow**   * Data Management: Help in collecting, analysing, and organizing data related to student performance, * attendance, and school activities. * Staff Coordination: Collaborate with other staff members, such as teachers and administrative personnel. * Technology Integration: Support the integration of technology in education * Confidentiality: Maintain confidentiality and handle sensitive information appropriately.   Assistant Operator of Multimedia Radio Station, **12/2007 - 03/2010**  City Montessori School, Montessori School – Lucknow.   * FM Community Radio 90.4Mhz Assistant in multimedia for three years. * Children's International Summer Villages International (CISV) programs for children with   collaboration of CMS school.   * Assessed equipment after each production run and performed preventive maintenance to keep   machines running smoothly.  **Education**  Master of Arts: **English, 2022**  University of Lucknow - **Lucknow**  Continuing education in Master in Arts (English Literature) completed 2 semesters.  St. Francis College - **Lucknow :2022** Pursued three months of (B.Ed.) Internship of Teaching in T.G.T  B.Ed. (Bachelors of Education): 2022  Unity PG College Lucknow, Lucknow University - Lucknow  Master of Arts: **History**, **2020**  Christ Church College, Kanpur University - KANPUR  Bachelor of Arts**: History, 2016**  Lucknow Christian College, University of Lucknow - Lucknow  Senior Secondary schooling: **2009**  Montfort Inter College Lucknow, NIOS Delhi Board  Secondary schooling :2006 Montfort Inter College Lucknow, NIOS Delhi Board  **Certifications**  A Certified course in Computer Application from NIOS Institute Government of India  **languages**   |  |  |  |  | | --- | --- | --- | --- | | English, Hindi, Konkani, Kannada, Tulu.  **Hobbies** |  |  |  | | Travelling, Photography, Reading, E-Learning. |  |  |  |   **DECLARATION**  I hereby declared that all the information given above is true & correct to the best of my knowledge.  Date: / /  **Fredrick vas.** |  |