

**FREDRICK VAS**

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

**♦****fredrickvas1985@gmail.com****,** [**linkedin.com/in/fredrick-vas-aa326613**](https://www.linkedin.com/in/fredrick-vas-aa326613?lipi=urn%3Ali%3Apage%3Ad_flagship3_profile_view_base_contact_details%3BxwVc77Z0RhC%2FbSLuzFmo1g%3D%3D)**.**

**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 questionsabout travel destinations and accommodations. Fulfil specific client requests. Build and maintainrelationships 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 BoardSecondary schooling :2006 Montfort Inter College Lucknow, NIOS Delhi Board   **Certifications** A Certified course in Computer Application from NIOS Institute Government of India   **languages**

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| 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.**  |  |