

Fouzan K Thwariq

Office Assistant

Dependable **Office Assistant** with good supply management, record keeping, and schedule coordination skills dedicated to keeping professionals focused and prepared for daily requirements. Produce business correspondence, detailed reports, and useful spreadsheets using diverse software programs and technical skills.

- 🔀 fouzankthwariq3@gmail.com
- 📍 Dubai, UAE
- 🖄 Passport No : T2576842 Date of Expiry : 11/12/2029

🖻 WORK HISTORY

Adhaar Operator and Office Assistant

Akshaya E Centre

2018 - 2023

Achievements/Tasks

- Office Administration and maintaining clerical records and accounts.
- Maintains office services by organizing office operations, and procedures and assigning and monitoring clerical functions.
- Also worked as a State Bank of India sub-kiosk operator and collects payments by accepting cash, cheque, or charge payments from customers and making changes for cash customers.
- Worked through various government service applications and other services and sales supervision of services and products and participated in a couple of government service programs.
- Monitor relationships with existing customers.



Front Office Assistant

Govt. Industrial Training Institute Kalamassery Ernakulam, Kerala

Diploma in Office Automation

Infocom Computer Academy Perumbavoor Ernakulam, Kerala

Diploma in Logistics and Retail Management

Govt. Polytechnic College Perumbavoor Ernakulam, Kerala

Higher Secondary

National Institute of Open Schooling *Kerala, India*

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05 February, 1998

Ernakulam, Kerala, India



Mail Management

Office Management

Staff Management

Data Entry

Excellent Typing Speed

Technical Support

Payment Processing



ı ı ı Communication

Self-Motivation

Responsibility

Teamwork

Leadership

Time Management

ACADEMIC QUALIFICATION

Secondary Queen Mary's EMHS Perumbavoor *Ernakulam, Kerala*

Emakulam, Nelala

Tally essential comprehensive certificate

Inclusive Banking Certificate Examination for Business Correspondents/Facilitators



TRAINING ATTENDED

Skill training program for job role of Warehouse Supervisor

STRENGTHS & QUALITIES

Commercial Awareness

Team working Skills

Collaborating and working well together with others.

Flexibility in thinking and operating style



Gender : Male

Marital status : Single

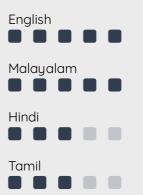
Nationality : Indian



ERP Software Tally

MS Office Word | Excel | PowerPoint







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	Movies
	Music
Z	Travel



I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

Fouzan K Thwariq