



# 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

☎ +971-581359798 +91-8156952546

📍 Dubai, UAE

📅 05 February, 1998

📄 Passport No : T2576842 Date of Expiry : 11/12/2029

## 📁 WORK HISTORY

### Adhaar Operator and Office Assistant Akshaya E Centre

2018 - 2023

Ernakulam, Kerala, India

#### 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.

## 🎓 ACADEMIC QUALIFICATION

### 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

## 💡 KEY SKILLS

Mail Management

Office Management

Staff Management

Data Entry

Excellent Typing Speed

Technical Support

Payment Processing

## 🧠 SOFT SKILLS

Communication

Self-Motivation

Responsibility

Teamwork

Leadership

Time Management

## ACADEMIC QUALIFICATION

### Secondary

Queen Mary's EMHS Perumbavoor

Ernakulam, Kerala

## CERTIFICATES

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

## PERSONAL INFO

Gender : Male

Marital status : Single

Nationality : Indian

## DECLARATION

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

Fouzan K Thwariq

## COMPUTER PROFICIENCY

### ERP Software

Tally

### MS Office

Word | Excel | PowerPoint

## LANGUAGES KNOWN

English



Malayalam



Hindi



Tamil



## INTERESTS & HOBBIES

 Fitness

 Movies

 Music

 Travel