

JAYA SEELAN GEORGE

DUBAI

Mobile Number: 050-5964529

E-Mail: jayaseelangeorge575@gmail.com



Personal Data

Date of Birth : 17 Jan 1983
Nationality : India
Language : English, Tamil, Malayalam, Hindi
Visa Status : Employment Visa

Passport Details

Passport No : S3872447
Date of Expiry : 17/03/2028

Driving Licence Details (UAE) Number 3

Licence Number : 2011436
Date of Issue : 26/06/2011
Permitted Vehicle : Light Vehicle
Date of Expiry : 27/06/2026

Objectives

To join in an established organization where I can augment my knowledge and skills by having outstanding knowledge of dealing with team members and customers.

Educational Details

- Diploma in Computer Application (DCA) Comtec Software Solution,(INDIA)
- Higher Secondary School Certificate passed from L M S HSS Kadamalakuntu 2000

Skills

- Collecting and deposit the cheque
- Collecting the LPO from the customers thru emails
- Collecting the payments from the suppliers
- Document Collection & Data Entry
- Computer literacy in PC-based software applications including Word, Excel, and PowerPoint. Flexible, fast learner, accommodating and willing to learn from others or vice versa.

CERTIFICATE

Appreciation Certificate from **Barakat Vegetable and Fruits LLC, Dubai** on 2019.

DRIVING EXPERIENCE

- ✍ Barakat Vegetable and Fruits LLC, Dubai (2014 - till date)
- ✍ AL FALAH Construction LLC (Member of Al-Falah Holding) Abu Dhabi (2011 – 2013)

Declaration

I hereby declare that the information furnished above are true and correct according to the best of my knowledge and belief. If I have get any occasion to prove my ability, I assure that, I will do best with full of responses.

Yours Faithfully

Jaya Seelan