

JAGDISH CHANDRA DANGI

Dubai, U.A.E

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Objective

Seeking a good career and holding a responsible position in the reputed organization and ensure credible performance to work towards exceeding the set goals contributes for the organization.

Educational Qualification

- Degree (B.com) Passed from Khalsa College of Arts Commerce & Science, Mumbai, India

Experience

- Worked as **Administrative Assistant & PRO** in **EXPO World LLC, Dubai** from **1999-2003**
- Worked as a **Driver cum Office Assistant** in **Standard Chartered Bank, Dubai (DIFC)** from **2003 -2012**
- Presently working **Air Arabia Company** from **22-03-2022** till Present

Duties & Responsibility

- Assist with administrative tasks associated with the procurement, data entry and monitor / replenish office supplies & materials
- Assisting with emails, Cheque deposits and
- withdrawals and visa applications of organization staff and other clients
- Perform other duties as required by the Operations Manager.
- Ensure vehicles are timely serviced and maintained
- Dispatching of gifts for gold card members
- Packing/preparing of airway bills
- Liaising with government offices and agencies

Personal Profile

Date of Birth : 10-08-1974
Sex : Male
Marital Status : Married
Languages Known : Hindi, English
Nationality : Indian
Driving License Expiry : 09-03-2027

Passport Details

Passport No. : R5678918
Date of Issue : 17-10-2017
Place of Issue : Jaipur
Date of Expiry : 16-10-2027
Visa Status : Employment Visa

Declaration

I hereby certify that the information provided in the document is true to my knowledge and belief.

Date:

Place: Dubai, UAE

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