

# KIRAN PUTHIYA PURAYIL

**OFFICE ADMIN / OFFICE ASSISTANT**



## CAREER OBJECTIVE:

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines

## WORK HISTORY

**Organization:** Freight Works Dnata Emirates Group.  
**Dubai - U.A.E**

**Designation:** Storekeeper cum Warehouse Assistant  
**Duration:** 2021 – 2022

**Organization:** Vodocom Group, Tanzania, East Africa  
**Designation :** As a Sales man cum Storekeeper  
**Duration:** 2016 – 2020

**Organization:** Nest Group Corporation, Kochi, Kerala, India  
**Designation:** Office Admin / Office Assistant  
**Duration:** 2012 - 2015

## CONTACT

**Phone: +971 543321442**

**Email:**

**kiranpraveenppty@gmail.com**  
**DUBAI-U.A.E**

## SOFT SKILLS

- MS Office Power point And Excel system Software Installations
- Observation, Decision making
- Communication, Multi-tasking

## PERSONAL DATA

- Marital status Single
- Date Of Birth 31/10/1993
- Visa Status Visit Visa
- Visa Expiry 14/02/2024
- PASSPORT NO M9880296
- Date of Issue 18 /06/2015
- Date of Expiry 17/06/2025

## LANGUAGES

- English
- Hindi
- Tamil
- Malayalam

## HARD SKILLS

- Maintain receipts, records, and withdrawals of the stockroom.
- Receive, unload, and shelf supplies.
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies.
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping.
- Welcoming visitors and directing them to the relevant office/personnel.
- Carrying out clerical duties such as answering phone calls, responding to emails, and preparing documents, including office correspondence, memos, resumes, and presentations.
- Coordinating and managing appointments, meetings, and the

## EDUCATION

- S.S.L.CST. JOSEPH'S HIGHER SECONDARY SCHOOL, THALLASSERY, INDIA FROM 2008 TO 2009
- HIGHER SECONDARY A.K.G MEMORIAL GOVERNMENT HIGHER SECONDARYSCHOOL, INDIA FROM 2009 TO 2011

## DECLARATION

I hereby declare that the particulars furnished above are true to the best of my Knowledge and belief.

Place: Dubai – U.A.E

**Kiran Puthiya Purayil**