



MANESH
COMPUTER OPERATOR
& ADMINISTRATOR

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Sharjah, UnitedArab Emirates

Birth Date
20.05.1980
Passport No:
T5561836
Expiry:
05.2029
Visa Status:
Dependent Visa
Validity:
03/2024

LANGUAGES

English
Hindi
Malayalam
Tamil

SKILLS

Online Efficiency
Reviewing Records
Supervisory
Time Management Skills
Problem Solving

PROFILE

I am a positive and friendly computer operator with 14 years career experience in Administration Department. Excellent awareness in MS Office and all Online works. Also handling Air Ticketing and General Insurance.

EDUCATION

Bachelor of Arts (Calicut University, India)
Pre Degree (Kerala University India)
SSLC (Kerala Education Dept. India)

EMPLOYMENT HISTORY

Manager - ZAHRAAT AL MANDINAH UNIFORMS
Sharjah, UAE| Jan 2022 – July 2023

Computer Operator- Al Marjan Typing Center
Sharjah, UAE| Nov 2020 –December 2021

Administrator- Sarwa Communications & Travels
Kerala, India | July 2013 – November 2020

Computer Operator – Brahma Digitals
Kerala, India | April 2009 – March 2013

- Manage the business aspects, negotiating supplier contracts, taking inventory and recording supplies, managing budgets, and setting goals.
- Hiring and training staff to provide excellent service to customers.
- Setting and enforcing quality and safety controls.
- Working with diverse personalities both on staff and patrons.
- Planning and taking part in promotional events.
- Diffusing tense situation between staff members to prevent possible.

DUTIES AND RESPONSIBILITIES

Responsible for report to the concerned authority to regarding all activities
Prepare and maintain records of daily activities
Responsible for performing/assisting daily/ regular inspection
Committed to follow the rules and regulations of the organizations

DECLARATION

I consider myself to be an extremely creative and inspired provisional, grate loyalty and Zeal for my work. A self-motivated person having flair for learning and to function very effectively alone or as part of a team. Given the right working atmosphere technical setup. I can be very creative in through & work .

Sharjah
Date:

MANESH