

**MUHAMMED FAZIL PUNNAKKAL**

**Office Admin/Assistant**

**E-Mail :** [muhammedfazil2580@gmail.com](mailto:muhammedfazil2580@gmail.com)

**Mobile :** +971509108054



### **Objective:**

To be a part of a professional organization, this leads to the exponential growth of my career by utilizing my abilities & qualities for the effective growth of the organization.

### **Academic Qualifications:**

Qualification	Board/University	Year of Passing
B.COM (Bachelor of Commerce)	University College, Payyanur	2019
Diploma in Automobile	ASAP, Kerala	2017
HSC (Grade 12)	Kerala Government Board	2016

### **Technical Skills:**

**Software known** : Adobe Photoshop, Adobe Illustrator

**Operating Systems** : Windows 10, 11, Apple Mac.

**Basic skills** : Microsoft Power Point, Word, Excel, Office.

### **Additional course:**

- **Certified course in Graphic Designing**
- **Diploma in Computer Applications.**

## Experience:

**Position** : **Office Admin/Assistant**  
**Company** : **Metito Overseas Limited, UAE**  
**Duration** : **July 2019 to till date**

## Responsibilities:

- Handling incoming calls and other communications.
- Managing filing system.
- Updating paperwork, maintaining documents, and word processing.
- Helping organize and maintain office common areas.
- Performing general office clerk duties and errands.
- Organizing travel by booking accommodation and reservation needs as required.
- Coordinating events as necessary.
- Maintaining supply inventory.
- Maintaining office equipment as needed.
- Aiding with client reception as needed.
- Experience as a Document controller

## Strong Points in Myself:

- Communication skills & Personal management skills
- Documentation & report writing.
- Analytical & problem-solving skills
- Team worker & Innovative Thinker

## Personal Profile:

**Nationality** : India  
**Marital Status** : Single  
**Languages Known** : English,Hindi,Malayalam,Tamil,Urdu,Basic Arabic  
**References** : Upon Request