

MUHAMMED FAZIL PUNNAKKAL

Office Assistant Cum Office Boy

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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)	Kannur University College, Kerala - India	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 Assistant Cum Office Boy
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.

Strong Points in Myself:

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

Personal Profile:

Nationality : India
Date of Birth : 16.02.1998
Marital Status : Single
Languages Known : English, Hindi, Malayalam, Tamil, Urdu, Basic A r a b i c
Driving License : Valid UAE Driving License - LMV – Manual
References : Upon Request