



NABHAN.S

Office Assistant

To seek a challenging and responsible position in a large and professional organization where I will have the opportunity to make a positive contribution to business growth and to achieve a personal development and a career advancement, where it would strongly help in motivating my capabilities to fully prove my worth and my soon to be team to a substantial target beating performance.

✉ nabhanseentakath@gmail.com

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📍 Dubai, United Arab Emirates

WORK EXPERIENCE

Office Assistant

Hatta Guest House

Jan 2022 – Dec 2023

Dubai, UAE

Achievements/Tasks

- Managing filing system
- Recording information as needed.
- Updating paperwork, maintaining documents, and word processing.
- Helping organize and maintain office common areas.
- Maintaining supply inventory.
- Maintaining office equipment as needed.

DARLUKMAN TRANSLATION SERVICES

Office Assistant

April 2021 – Dec 2021

Dubai, UAE

Achievements/Tasks

- Photocopying, Scanning, and filling all documents.
- Maintain a clean office.
- Monitor stocks of office supplies (stationery items) and report when there are shortages.

PERSONAL DETAILS

Date of Birth : 04/01/1999

Gender : Male

Marital Status : Single

Nationality : Indian

Religion : Islam

Passport No. : P9869581

Date of Expiry : 23/05/2027

License : UAE Manual Driving License

LANGUAGES

English

Native or Bilingual Proficiency

Hindi

Native or Bilingual Proficiency

Arabic

Professional Working Proficiency

Malayalam

Native or Bilingual Proficiency

EDUCATION

• Secondary School Leaving Certificate (SSLC)

Kerala Board Examination

2016,

Kerala, India

SKILLS

Customer service

Multitasking

Interpersonal and Oral Communication

Teamwork

Completes all closing duties in an efficient manner

Organizational skills

Filing paperwork

INTERESTS

Travelling

Cooking

Reading

Football