

**Contact Address****Nihad I M****Abudhabi, UAE****Mob:**

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Email:

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Date of Birth:

13Jan - 1996

Nationality:

Indian

Passport Number:

B8935246

Marital Status:

Unmarried

LanguagesKnown:English, Hindi,
Malayalam**Hobbies** :Reading,

Travelling, playing

Career Objective

A highly competent, motivated and enthusiastic administrative assistant with experience of working as part of a team in a busy office environment. Well organized and proactive in providing timely, efficient and accurate administrative support to office managers and work colleagues. Approachable, well presented and able to establish good working relationships with a range of different people. Possessing a proven ability to generate innovative ideas and solutions to problems. Currently looking for a suitable position with a reputable and ambitious company.

Skills

- Possess strong analytical and problem solving skills
- Highly trustworthy, careful and ethical.
- Resourceful in the completion of projects and task effectively at multi-tasking.
- Proficient with MS Word, Power Point, Advance Excel, Graphic designing, Hardware and Internet application.

Experience

- MRCMPU – Milma Kannur Diary Plant as a Machine Technician 2017-2018 (Two years).
- Computer Care Office Assistant as included Data Entry in Tally Software. (2020-2023)

Duties & Responsibilities

- Greeting customers who enter the shop.
- Be involved in stock control and management.
- Assisting shoppers to find the goods and products they are looking for.
- Being responsible for processing cash and card payments.
- Stocking shelves with merchandise.
- Answering queries from customers.
- Reporting discrepancies and problems to the supervisor.
- Keeping up to date with special promotions and putting up displays.

Responsibilities:

- Planning maintenance.
- Handling Customer complaining and queries.
- Good at Machine Technics.

EDUCATIONAL BACKGROUND

- 2012: School Leaving Certificate (SSLC):AzhikodeHighSchool,Azhikode,Kerala
- 2017: Plus two : St.marys College, Kannur, Kerala

TECHNICAL BACKGROUND

- ITI Electrical Engineering

COMPUTER SKILLS

- Date Entry Word Processing
- Fundamental and Computer Operating System
- Office Suit
- Ms Word, Excel
- Internet & Email

PERSONAL DETAILS

Date of Birth	: 13/01/1996
Gender	: Male
Nationality	: Indian
Marital Status	: Unmarried
Linguistic Abilities	: English, Hindi, & Malayalam
Visa Status	: Visiting Visa

STRENGTHS

- Can work well independently.
- Work with passion & character, has strong sense of responsibility.
- Hardworking, Organize, Flexible, Dynamic.
- Ability to interact and coordinate with Superiors & subordinates.

I hereby declare that the above furnished information is true to the best of my knowledge and I bear responsibility for the correctness of the above mentioned particulars.

NIHAD. I.M