

Navas M.K



CONTACT

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SKILL HIGHLIGHT

- Multitasking
- Focused & result oriented
- Team player
- Compatible and flexible
- Time management
- Organization skills
- Management & Leadership
- Quick learner

TECHNICAL SKILLS

- Microsoft Office
- Graphic Designer
- Hardware Technician

INTEREST

- Reading
- Writing
- Researching
- Travelling

LANGUAGE PROFICIENCY

- English, Arabic, Hindi & Malayalam

OTHER INFORMATION

- **Valid UAE Driving License**

CAREER OBJECTIVE

A well organized, self motivated Individual with excellent communication skills at all levels and the ability to work as part of a team or on own initiative as required. Computer literate with knowledge of a range of software applications, including Word and Excel, and willing to undertake further training as required. Extremely excited to explore new career opportunities to further develop my experience and skills

WORK EXPERIENCE

- **Presently working as an Marketing Specialist with Sunrise Yachts, Dubai, since 2021 June to till date.**
- **Four years worked as an Graphic Designer cum Hardware Technician with Madina Group of Companies, Dubai Since 2014 to 2018**
- **Three years worked as an IT Salesman with Al Buraq Group, Abu Dhabi Since 2018 to 2021**
- **Four Years worked as an Computer Teacher in India**

SNAPSHOT

- Perform other duties as assigned
- 9 years of experience in UAE Customer Service and Sales
- Excellent Interpersonal & communication skills
- A quick learner with ability to work in a team environment.
- Adaptable to various domains & technologies

COMPUTER SKILL

- Operating Systems: Microsoft Windows XP, 7 and 10, Windows Server versions and Linux.
- Applications: Microsoft Office Applications.
- Design Software : Adobe Photoshop, Adobe Illustrator, Core Draw

DRIVING LICENSE DETAILS

License Number	:	2852280
Date of Expiry	:	04/01/2025
Place of Issue	:	Abu Dhabi

EDUCATIONAL QUALIFICATION

- Diploma in Multimedia and Graphic Designing, Seethi sahib Memorial College, India during 2007
- Diploma Computer Hardware Cochin Technical College, India during 2005
- Higher Secondary Course HSC Kerala, India during 2004
- Secondary School Leaving, India during 2002

PERSONAL DETAILS

Date of Birth	:	15/03/1986
Marital Status	:	Married
Nationality	:	Indian
Religion	:	Islam
Visa Status	:	Residence Visa

DECLARATION

I hereby declare that the above mentioned details are true to the best of my knowledge.

Navas MK