# Nayas Raja S

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## Personal information

- Nationality: Indian
- Passport: V7415056
- Date of birth: 20-01-1991

## Visa Status

**Tourist Visa (Visa Expiry Date 11-08-2025)**

## Education

**Oxford Engineering College, TN, India**   *2012*
Bachelor Of Engineering In Computer Science
72.3%

**Town Higher Secondary School, TN, India**   *2008*
HSC
76.4%

**Town Higher Secondary School, TN, India**   *2006*
SSLC
77.4%

## Skills

MS Office (Word, Excel, PowerPoint)

Type Writing   Photoshop

## Certification

**Advanced MS Excel**
CAD Point Authorized Training Centre, Tamil Nadu, India.

**Senior Grade Type Writing**
Department Of Technical Education, Tamil Nadu Government, India.

**Computer Hardware**
Systech Hardware Networking Academy, Tamil Nadu, India.

## Objective

Looking forward to an opportunity in environment where I can make a difference and not just be another number on the payroll having the energetic pace and ability to scale the peaks of professional excellence.

## Experience

**Abdulaal Contracting Company (BAHRAIN)**   *2022 - 2024*
Office Admin

Job Responsibilities - Maintaining the employee attendance reports, personal files, discipline letters, warning letters, loan letters, annual & sick leave reports, resident permits, checking employee passport & visa expiry.

**Bison Traders (INDIA)**   *2017 - 2021*
Supervisor

Job Responsibilities - Maintaining employee attendance reports, manually tally the salesman daily collection money and deposit cheques at bank.

**Sharaf DG (DUBAI)**   *2015 - 2016*
Sales Executive (Electronics)

Job Responsibilities - To achieve monthly target and maintaining customer details at company database and send emails for delivery.

**Green Tech Solar System (INDIA)**   *2013 - 2014*
Database Administrator

Job Responsibilities - Taking order from client and install solar panel & Invertor, Batteries at roof top of the house and companies and maintaining the client details at our company database.

## Language

- English (Read, Write, Speak)
- Tamil (Read, Write, Speak)
- Malyalam (Beginner)
- Hindi (Beginner)