



CURRICULUM VITAE

AR. NOOR ROSLAN

Contact No:0091 9626394032

Email: arros.lan2007@gmail.com

Career Objective

To be a part of an institution wherein I can share the expertise that I acquired through 4 years **Dubai** experience and 8 years **Abu Dhabi Onshore Oil Field (ADNOC)** experience of working in the field of **Office Assistant** and would be able to work in an environment driven by the fuel to succeed and allows me to make maximum utilization of my abilities and organizational capabilities.

Skills and Qualification:

- MS Office application
- Good communication Skills
- Good team leader & member
- Flexible hardworking & can work with minimum supervision
- Work with speed, meet deadlines & always ready to handle higher level Responsibility

Work Experience:

Office Assistant:

***National Corporation for Tourism and Hotels (NCTH) Under ADNOC BAB
Onshore Field***

Abu Dhabi, UAE

Since 2015 to 2023

Additional Experience:

Office Assistant:

Bin Zayed Group

Dubai, UAE

Since 2007 to 2011

Job Responsibilities:

- Handling daily office routine jobs
- Keep control of receivable and payable
- Preparation of Excel sheet statement
- Maintain Staff Register and Summary Report.
- Data entry work
- Reviewing files and records to answer requests for information
- Keep and arrange all the office files and records
- Co – Ordination with Clients for day to day transaction
- Co - ordination with other Branch Staff for Reports / Statements
- Handling all admin related jobs
- All the documents update in the system
- All the Document, sent and receives
- Manage office Photocopy, scan
- Assists in all office works

Educational Qualification:

Higher Secondary Level

Ilayangudi Higher Secondary School

Ilayangudi.Tamil Nadu, India

B, com Dis-continue

Dr. Zakir Hussain College

Madurai Kamaraj University. Tamil Nadu, India

Additional Qualification:

- **Diploma in MS Office**

(word, excel,)

- **Tally ERP 9**

(Accounts & Inventory)

Computer Software College

Tamil Nadu, India

Languages Known:

English, Tamil, Hindi

Strength:

Confidence and Discipline

Personal Profile:

Name : NOOR ROSLAN

Father's Name : Abdul Rajak

Date of birth : 05-09-1977

Passport No : V 7773185

Nationality : India

Gender : Male

Marital Status : Married

Declaration:

I hereby declare that the information furnished above is true to the best of my Knowledge.

Noor Roslan