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Dubai , U.A. E

### PERSONAL DETAILS

Date of Birth : 30/07/2001  
Nationality : Indian  
Marital Status : Unmarried  
Gender : Male  
Religion : Hindu  
Visa status : Employment Visa

### PASSPORT DETAILS

Passport No : V1772971  
Date of issue : 02/08/2021  
Date of Expiry : 01/08/2031

### LANGUAGE

- Telugu
- Hindi
- English

## PRAVEEN BONKANPALLI

### CARRIER OBJECTIVE

Seeking a suitable placement in a professional organization with an opportunity for career growth. I am submitting my application with the hope of accomplishing my lofty objectives in life. It will be my best endeavors to merit your confidence and satisfaction. If you will appoint me so my activities will be under your entire satisfactions.

### EDUCATION QUALIFICATION

- ✚ Higher Secondary School  
(2015-2016)
- ✚ Intermediate  
(2016-2018)
- Diploma B.COM.CA

### WORK EXPERIENCE

#### Worked as office boy

Position : Office boy  
Company : Rakbank  
Duration : from 2022 to till now  
Location : Dubai

#### Duties and responsibility

- Organize office and assist associates in ways that optimize procedures
- Sort and distribute communications in a timely manner
- Create and update records ensuring accuracy and validity of information
- Schedule and plan meetings and appointments
- Monitor level of supplies and handle shortages
- Resolve office-related malfunctions and respond to requests or issues
- Coordinate with other departments to ensure compliance with established policies
- Maintain trusting relationships with suppliers, customers and colleagues

### INTERPERSONAL SKILLS

- ✚ Efficient And Self Behaved Person
- ✚ Very Energetic, Result Oriented and Organized
- ✚ Extremely Hardworking Self Motivated and Keep Excellent Interpersonal Relations
- ✚ Good communication skills
- ✚ Time management skills
- ✚ Positive attitude.
- ✚ Quick Decision Maker

### DECLARATION

I hereby declare that above information is correct to the best of my knowledge. I will do my job perfectly and with sincerity to the concern.