



RAVI KUMAR

Organized Administrative Assistant with over 5 years of experience in providing excellent administrative support and customer service. Looking to leverage my organizational and customer service skills in an Administrative Assistant role.

bagharavi@yahoo.com

+971561168410

Dubai, United Arab Emirates

Date of birth: 20. 1. 1988

SKILLS

Discipline

Expert

Networking E-mail

Skillful

Punctuality

Expert

Microsoft Office

Basic

Team work skill

Expert

LANGUAGES

English

Intermediate (B1)

INTERESTS OR HOBBIES

Listening Music

Playing Football

Reading Newspaper

DRIVING LICENSE



ADDITIONAL INFORMATION

Marital Status. Married

Nationality. Indian

WORK EXPERIENCE

MOTORCYCLIST

1885 DELIVERY SERVICES LLC / DUBAI, UNITED ARAB EMIRATES / NOVEMBER 2023 - CURRENTLY

Now Working with Online food delivery Service.

CUSTOMER SERVICE

TRUMAX LLC / DUBAI, UNITED ARAB EMIRATES / MARCH 2021 - APRIL 2023

- Assisted customers with product inquiries and provided accurate information.
- Resolved customer complaints and issues in a timely and satisfactory manner.
- Built and maintained strong relationships with customers, resulting in increased customer loyalty.
- Collaborated with team members to improve customer service processes and procedures.

DOCUMENTS CONTROLLER

DTDC COURIER SERVICE / PUNJAB, INDIA / JUNE 2016 - OCTOBER 2020

- Produced document progress reports for senior managers.
- Amended documents accurately, communicating and redistributing to relevant personnel where necessary.
- Gathered information and prepared data for use in reporting and documentation.
- Adhered to security protocols, keeping sensitive information and documentation private.

EDUCATION

ITI

Mechanic Tractor

Govt. Industrial Training Institute Punjab / Punjab, India / July 2009 - August 2010

ITI in mechanic Tractor from Punjab, India

PSEB

Arts

Punjab, India / April 2006 - March 2007

Higher secondary From PSEB Punjab, India

COURSE OR CERTIFICATE

APPRENTICESHIP NCVT

Mahindra and Mahindra Ltd. / August 2011 - September 2013

Two Year Apprenticeship In Tractors Manufacturing Company as a Trainee.