



Contact Details

Mob: +971565237885
remithakb001@gmail.com

Personal Details

Father's Name : Babu K.M
Pass Port No : W5057768
Visa Status : Visit Visa
Expiry date : 29/02/2024
Age : 23
Gender : Female
Religion : Hindu
Nationality : Indian (Kerala)
Marital Status : Single
current location: Al Karama, Dubai

Language Known

English ● ● ● ● ○
Malayalam ● ● ● ● ●
Hindi ● ● ● ○ ○
Tamil ● ● ○ ○ ○

Computer Skills

- ◆ Windows
- ◆ Ms.Office (Excel, Word, Ppt)
- ◆ Research & Internet surfing
- ◆ Google Sheets & Forms
- ◆ e-mail operations
- ◆ HTML, CSS, Java

REMITHA K B

Admin / Receptionist / Office Assistant

OBJECTIVES

I'm seeking a position to utilise my skills and abilities in the industry that offer professional growth while being resourceful , innovative and flexible. Committed to pursuing a career where I can further increase my knowledge , elevate organizational productivity and efficiency by delivering eminent quality work.

TOTAL YEARS OF EXPERIENCE - 2+ YEARS

WORK EXPERIENCE

Tesla Digital Technologies - Thrissur -Kerala -India

Admin / CAD Modeling Assistant (Jun 2022- Oct 2023)

- ◆ Assisted in Digital land survey using CAD Modeling
- ◆ Work quickly and accurately on multiple projects in various design phases,as assigned, meeting tight deadlines.
- ◆ Coordinated with design engineers to accomplish required work.

Software used : Photo Mode

BSH Service Centre -Thrissur-Kerala-India

Customer Relationship Officer (Dec 2021- Apr2022)

- ◆ Answering incoming calls and assume other reception duties
- ◆ Data Entry, Cold calling
- ◆ Responding questions and requests from clients
- ◆ Responsibility for maintenance of office equipments

EDUCATION

- 1, **Diploma in computer Engineering:** – Government Women's Polytechnic College,Thrissur, Kerala (2018-21)
2. **Plus Two:** – G.H.S.S. – Ayyanthole, Biology Science, Kerala state board, India. (2016 - 2018)
3. **S.S.L.C Board of Examination:** – Infant Jesus girls high school, Aranattukara. (2015 - 2016)

SKILL SET

- Strong organizational skills & Time management skills
- Customer service skills
- Problem-solving skills
- Communication skills
- Book keeping skills
- A capacity for learning new skills quickly