



J.ELPISTAN

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11/04/97

Objective

SEEKING AN OFFICE ASSISTANT ROLE THAT WOULD ALLOW ME TO GROW AS A PROFESSIONAL AND WHERE I CAN USE MY SKILLS TO PROVIDE ADMINISTRATIVE AND TECHNICAL SUPPORT FOR YOUR TEAM.

Experience

- **SUGUNA CHICKEN PVT LTD, BANGALORE** 10/4/2019 - 10/1/2021
OFFICE ASSISTANT
CHECK THE DAILY PRODUCTS AND RECEIVING CALLS AND MESSAGES
- **JAMES&CO.PVT LTD.,** 10/5/2021 - 11/1/2023
OFFICE ASSISTANT
TAKING CALLS FROM CUSTOMERS AND DELIVERING MESSAGES WHILE ALSO USING BASIC OFFICE EQUIPMENT LIKE FAXES OR SCANNERS.
- **TORNADO GROUP, DUBAI** 10/3/2023 - TILL NOW

Education

- **AMALA ANNAI HIGH SCHOOL, KARANKADU** 2012
10TH STANDARD
414/500
- **PUNITHA AROCKIYA ANNAI HIGHER SECONDARY SCHOOL, PUNAL VASAL** 2014
12TH STANDARD
981/1200
- **ARUL ANANDAR COLLEGE, KARUMATHUR** 2017
B.SC.,MATHEMATICS
70%

Skills

- MICROSOFT OFFICE
- TIME MANAGED AND FLEXIBILITY
- WRITTEN AND VERBAL COMMUNICATION IN ENGILSH
- PROBLEM SOLVING AND ATTENTION TO DETAIL
- INVENTORY AND RECORD MANAGEMENT
- DATA ENTRY
- INTERPERNATIONAL SKILLS
- ACTIVE LISTENING

SOFT SKILLS

- MS.OFFICE IN
 - MS.EXCEL
 - MS.WORD DOCUMENT
 - POWERPOINT PRESENTATION
 - GOOD IN TYPING

