



SAHAD PK

OFFICE ASSISTANT

+971 551355477

Sahadpk6@gmail.com

Musaffah , Abu Dhabi

OBJECTIVE

To take up challenging role to materialize my potential and fulfill my passion to get the best result and to contribute maximum share in the success journey of the organization to work as the most efficient and responsible.

PERSONAL DETAILS

Date of birth : 17/10/1996
Birth of place : Kannur,kerala
Nationality : Indian
marital status : Single
Sex : Male
License : Valid UAE Driving
License no : 2873280
Visa Status : UAE Resident

PASSPORT DETAILS

Passport No : N2163370
Date of Issue : 04/09/2015
Place of Issue : Kozhikode
Date of Expiry : 03/09/2025

WORK EXPERIENCE

OFFICE ASSISTANT & DRIVER TEA TIME PLEASURE

May 2017- Dec 2021

RESTUARANT Muharraq , Bahrain

- Skilled in managing administrative tasks, organizing files, and providing exceptional customer service.
- Highly organized Office Assistant with excellent communication and multitasking abilities. Proven track record of successfully managing day-to-day office operations with accuracy and efficiency.
- Dynamic and detail-oriented Office Assistant committed to delivering exceptional customer satisfaction.
- Expert at managing administrative tasks and providing friendly customer service.
- Focused Office Assistant skilled at managing multiple tasks simultaneously with accuracy and attention to detail.

CHEMICAL OPERATOR

SICHEM LLC Musaffah , Abu Dhabi Apr 2022 - Pursues

- Lead daily production meetings to coordinate workflow.
- Provided technical support and guidance to junior operators.

SKILLS

- Provided administrative support to the executive team by managing their calendars, travel arrangements, and expense reports.
- Greeted visitors, answered and directed incoming calls, and responded to emails.
- Organized and maintained office supplies, equipment, and inventory.
- Created and updated reports, spreadsheets, and presentations.
- Conducted research to support various projects.
- Maintained filing systems and databases.
- Prepared and edited documents using Microsoft Office Suite.
- Performed data entry and document scanning.
- Assisted with onboarding and off boarding processes.
- Coordinated meetings, conferences, and events.

EDUCATION

SECONDARY SCHOOL

SN TRUST HIGHER SECONDARY
SCHOOL, TOTTADA
2010-2013

HIGHER SECONDARY SCHOOL

VOCATIONAL HIGHER
SECONDARY SCHOOL, AZHEEKAL
2013-2015

DECLARATION

LANGUAGES

- English - Advanced
- Arabic - Advanced
- Hindi - Advanced
- Malayalam - Native

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

SAHAD PARAKANDY