

CURRICULAM VITAE

SANDEEP THOWTI

Dubai, UAE

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PERSONAL STATEMENT

Experienced and well organized Administrative Professional with experience in supporting all level management. Hardworking and versatile Administrative Assistant with proven organizational skills and thorough knowledge of corporate policies and procedures. Excellent communication and people skills with extensive strategic planning capabilities and Drive and motivated to help organizations thrive. Skilled in prioritizing and Completing tasks independently.

EXPERIENCE

General Helper

Brightness LLC, Dubai, UAE – Aug-2019-Aug2020

Duties & Responsibilities

- Assisting with the installation of HVAC systems on commercial and residential properties.
- Installing, maintaining, and repairing roof units for heating and air conditioning as well as the units inside residential and commercial buildings.
- Operating a variety of hand and power tools needed for HVAC installation.
- Cleaning and replacing air ducts.

Leader of cleaning house keeper

Galaxy cinema hall, Dubai, UAE -Jan-2016-March-2018

Duties & Responsibilities

- To supervise a housekeeping team
- To undertake general housekeeping duties alongside the housekeeping teams
- To monitor, maintain stock levels for the team, ordering when required
- To ensure Health & Safety and hygiene requirements within the area of responsibility are met

Delevery expert cum Pizza maker

Dominos pizza Dubai, UAE 2022 to till Present

Duties & Responsibilities

- Preparing pizza dough, sauces, and various toppings, such as tomatoes, peppers, mushrooms, onions, and meats.
- Monitoring the temperature of the pizza ovens as well as cooking times.
- Preparing high-quality pizzas according to company recipes.
- Monitoring inventory and placing orders for more supplies as needed.
- Cleaning workstations before pizza preparation.
- Ensuring that all utensils and cooking equipment are sterilized before each use.
- Plating or packaging pizzas accordingly.

Educational Qualification

- **Pragna high school, bhodan**
secondary school certificate, 2013 – 70%
- **Gayatri junior collage**
Intermediate - 68%

Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars

SANDEEP THOWTI



PERSONAL INFO

Nationality : Indian

Date of birth : 15-Feb-1998

Gender : Male

Marital Status : Single

PASSPORT DETAILS

Passport No : V4578838

Date of Expiry : 25-11-2021

Visa Status : Visit Visa

*UAE Driving License No:
4258853*

LANGUAGE SKILL

- *English*
- *Hindi*

PERSONAL SKILL

- Team Work
- Independence
- Professionalism
- Organization
- Time management
- Interpersonal skills
- Excellent Communication skills
- Diligent
- Attention to detail
- Adaptability