

CURRICULUM VITAE

ABUDHABI, UAE

00971568907623

Personnel Information

NAME :SAHID KUNDILE PURAYIL CHAPPAN
Nationality :INDIAN
Post applying for :OFFICE ASSISTANT CUM DRIVER
Language : ENGLISH,HINDI,ARABIC,MALAYALAM
Date of birth : 13/02/1986
Marital status :MARRIED
Contact number : UAE-00971552561623
: UAE-00971568907623
EMAIL :sahidsn@gmail.com



Objective



To obtain a much more challenging position that will greatly adhere to my desire to progress further in my career. Also to grow with an organization that has proven to be an asset for its effective functioning and well known for its highly exceeding achievements and services.

Strengths & Skills



High-level Interpersonal communication (written and verbal) abilities
Customer service orientated with a strong commitment to providing quality service
High level awareness of workplace health and safety regulations
Self-Initiated team player with a proven ability to work autonomously
Resourceful and adaptable to changing environments and practices

Work Experience

COMPANY	:EMIRATES CORPORATION FOR COMMERCIAL POST
POSITION	:DRIVER CUM OFFICE ASSISTANT
DURATION	:2010-2013
COMPANY	:SMART VISION FOR INFORMATION SYSTEMS
POSITION	:DRIVER CUM OFFICE ASSISTANT
DURATION	:2014-2018

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LICENSE DETAILS

NO :511501
ISSUEDAE :19/12/2005
PLACE OF ISSUE :ABU DHABI

Education

◆ HIGHER SECONDARY

Duties And Responsiblilties

- ✚ Collection of Documents From various Bank,Clients
- ✚ Document Submission Sponser Office,Banks
- ✚ All certificate attestation jobs,Embassy,Ministry of foreign affairs,Legal Transaction and Medical report collection from Hospital,Insurance companies
- ✚ Dispatching passports,visa,National ID cards and alldocuments on time to time
- ✚ Maintaining full data related to dispatching documents
- ✚ Collection of mails/Couriers from Banks and companies
- ✚ Answer quires related to couriers/mails from coustemer and give feed back to supervisor
- ✚ Extra duties as per requirements

HOBBIES

- Bicycling
- Reading
- SociallzIng- Community work
- camping
- Football

References:

References can be supplied on request.