

Santosh Rajdhami

U.A.E, Dubai

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Visa Status: Visit Visa (**can join immediately**)

Date of Birth: 05th SEP 1992



Objective

Dynamic professional seeking Office Assistant/Clerk role with expertise in office administration and customer service. Dedicated to contributing exceptional communication, detail-oriented, and proactive problem-solving skills to organizational success. Committed to fostering a collaborative work environment while pursuing personal and professional growth.

Skills

- Excellent Communication Skills
- Data Entry
- Attention to Detail
- Initiative & Decision-making Skills
- Commercial Understanding
- Result-Oriented & Fast Learner
- Effective Teamwork and Organizational Abilities

Working Experience

Farook International Stationery LLC, Dubai, 2020 – 2024 as a Office Clerk

- Managed files and records, ensuring accessibility and accuracy.
- Handled incoming and outgoing mail efficiently.
- Provided administrative support, including answering phone calls and utilizing office equipment.
- Executed basic bookkeeping tasks and assisted in office management procedures.
- Monitored and replenished office supplies as needed.
- Facilitated travel arrangements and event bookings.

Baskin Robbins, Galadari Ice Cream Company LLC, Dubai, 2017 – 2020 as a Office Assistant

- Maintained files and records, managed incoming/outgoing mail, and provided administrative support.
- Executed basic bookkeeping tasks, managed office supplies, and facilitated travel arrangements.
- Preparing coffee & tea.
- Performing cleaning jobs.

Education:

Diploma in computer engineering from Purwanchal Engineering College (T.U)

Languages:

Hindi, English, Nepali, Arabic - Working Knowledge