

# VIJAY JOHN

## OBJECTIVE

16 years of experience as an Office Assistant. I am a highly organized and detailed oriented professional with innovative people skills. I exhibit the ability to be well organized, dependable and enthusiastic about new challenges. I am able to learn and apply quickly and effectively.

## SKILLS

Communication  
Flexible  
Quick learner  
Time management  
Commitment at work

## LANGUAGE

English ,Hindi & Tamil

### ADDRESS

Al midfaa street um al tarafah  
Sharjah

### PHONE

00971 567438819

### EMAIL

Vijayjohnsata85@gmail.com

## HOBBIES

- Cricket
- Reading
- Watching movies

## EXPERIENCE

- Sharjah Airport Travel Agency, United Arab Emirates (16 years) working as Office Assistant & Storekeeping.
- SALAM ATHAR FIBRE GLASS (HAMRIYAH FREE ZONE VISA 3 YEARS)

## JOB DESCRIPTION

Build and maintain positive relationships with office management and their staff, provide general office support, order print shop publications and office supplies ,recording information as needed , helping organize and maintain office common areas ,maintaining office equipment as needed.

## EDUCATION

- Secondary School Leaving Certificate
- Higher Secondary School Leaving Certificate
- Merchant Navy

## CERTIFICATE OBTAINED

- Personal survival techniques
- Fire prevention and fighting
- Elementary first aid
- Personal safety and social responsibilities
- Oil tanker familiarization

## LEADERSHIP

As a office assistant, I maintain a positive environment that promotes colleagues engagement, behavior management, and social-emotional development.

## REFERENCES

Available upon request.