



# VIGNESH.R

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## PROFILE

An organized office messenger with 4 year of experience in the operation departments in the banking industry and consumer goods industry, providing seamless support to the internal and external customers. Major area of expertise includes but not limited to limited to file lodgment, record keeping and processing bills, handling the internal & external mails.

## EDUCATION

- Diploma in mechanical engineering (Graduate with degree)
- Higher secondary school Graduate

## SKILLS

- MS office(All versions, esp. MS Word, MS Power point and MS Excel)
- Efficient collections
- Customer services
- Delivery notes and invoices
- Hardworking
- Pro Active

## PERSONAL INFORMATION

- Passport No: T2737702
- DOB : 28/08/2000
- Gender : Male
- Nationality : India
- Marital status: Single
- Visa status: Employment visa

## LANGUAGES KNOWN

Tamil, English, Hindi, & Malayalam

## LICENSE AND CERTIFICATION

Valid UAE Driving License (**4720703**)

## WORK EXPERIENCE - 5 YEARS

### RAZE EVENT SERVICES EST-DUBAI

Event crew & Driver (Nov2023 – Present)

- Gained extensive experience in transporting passengers safely and on-time from point A to point B.
- Managed the cleaning and maintenance of vehicles, ensuring maximum safety and efficiency.
- Monitors event activities to ensure compliance with applicable regulation and laws, satisfaction of participants, and resolution of any problems that arise.
- Protects property and lives by patrolling the area.
- Writes reports of daily activities and irregularities such as equipment or property damage, theft presence of unauthorized persons, or unusual occurrences.
- Protects property and lives by patrolling the area.

### RAK BANK, DUBAI

Office purposes Messenger,(Jan2019 – Jun2023)

- Assisting other administrative staff in wide range of office duties.
- Collecting and distributing the internal and external couriers/documents to the designated staff of the department.
- Maintaining the department asset record including but not limited to stationeries, toners, and F & B.
- Archival of original files processed by the staff and sending it to the archives unit.
- Performs duties as assigned incidental to the receipt, storage, issue, transfer, or shipping of stock.
- Sets up and maintains efficient storage and supply areas as assigned.
- Sorted delivered and retrieved mail.
- Collected and returned unwanted stock to storage.
- Provided special care in delivering fragile and hazardous products.