



## PRANAV K

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### OBJECTIVE

To support the supervisors and management team with problem-solving skills, effective teamwork, and respect for deadlines while providing administrative and entry-level talents with the goal of proving myself and growing with the company.

### ACADEMIC QUALIFICATIONS

#### S.S.L.C

[Kerala State Board]

#### DIPLOMA IN MECHANICAL ENGINEERING

[Sankara Polytechnic College  
Coimbatore, Tamilnadu]

### ADDITIONAL QUALIFICATIONS

#### MASTER DIPLOMA IN PRODUCT DESIGNING

### LANGUAGE KNOWN

English  
Hindi  
Malayalam  
Tamil

### PERSONAL DETAILS

Date of Birth : 05/05/1999

Marital Status : Single

Sex : Male

Nationality : Indian

Passport No. : W1489941

Visa Status : Visit visa

### PROFILE OVERVIEW

An Office Assistant or Administrative Assistant, is responsible for performing a range of clerical and administrative tasks to support daily operations in an office setting. Their duties include sorting and distributing mail throughout the office, greeting office visitors and directing them to employees and coordinating with Managers to schedule appointments or update schedules..This includes the ability to read blueprints and utilize computer programming skills and experience with computer-aided design and manufacturing programs. Positive and friendly Data Entry Clerk experience in administrative office work. Highly proficient typist exceeds 9200 keystrokes per hour. Adept in the use of transcription equipment and software and knowledgeable in coding. Possesses excellent communication skills and laser-focus on details.

### SKILLS

- Adobe Photoshop
- Adobe Illustrator
- Microsoft Word
- Microsoft Excel
- AutoCad [2d & 3d's max]
- Revit
- SolidWorks
- Catia
- Creo

### PERSONAL PROFILE

- Communication
- Ability to work under pressure
- Decision making
- Project management
- Self-Motivation
- Conflict Resolution
- Patience & versatility
- Leadership quality
- Proficient typing skills

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## WORK EXPERIENCE

### OFFICE ASSISTANT AND MARKETING (JUNE-2023 to -NOV 2023)

[PRIVATE COMPANY DUBAI]

- Overseeing clerical tasks, such as sorting and sending mail
- Keeping an inventory of office supplies and ordering new materials as needed
- Maintaining files
- Welcoming visitors to your office
- Answering phone calls
- Taking and delivering messages
- Handle confidential documents carefully.
- Ensuring the office runs smoothly
- Scheduling meetings and sending meeting invites to attendees

### GRAPHIC DESIGNER (Aug-2022 to May-2023)

[PRIVATE ADVERTISING PRINTING COMPANY DUBAI]

- To understand the design needs of clients.
- Prepare and produce proposals and presentations for clients.
- Develop design based on client requirements.
- Work in tandem with clients on designs based on requirements, modifications and feedbacks.
- Identify and utilize appropriate software.
- Update clients on progress ,clients on progress , changes and adjustments.
- Handle confidential documents carefully.
- Collaborate with team for successful completion, especially in case of complex projects.
- Ensure the final project is proof read for accuracy and quality.

## DECLARATION

I do hereby declare that the particulars of information and facts stated above are true and correct to the best of my knowledge and belief.

PLACE: DUBAI

PRANAV K