



ASHAR NARANGAVIL

- 📍 Abu Dhabi, UAE
- ☎ +971567193798
- ✉ asharnarangavil@gmail.com

PROFESSIONAL SUMMARY

Seeking a position that allows me to apply my strong analytical and problem-solving skills, along with my passion for continuous learning, to make a positive impact and contribute to the overall goals of the organization.

EXPERIENCE

OFFICE CLERK, (03/2019 - Current.)

CROWN OASIS CONSULTING ENGINEERING L.L.C - ABU DHABI, UAE

- Supported staff with clerical tasks for well-maintained office administration.
- Assist to company PRO works.
- Organized files, mailed reports and scanned documents into document management system.
- Provided high level of administrative support, including copying, faxing and document distribution.
- Answered phones and performed clerical office functions to address queries, concerns and issues, escalating complaints to management.
- Created and maintained company records and used software to review and monitor data.

TRANSACTION PROCESSING ASSOCIATE, (12/2016 - 01/2019)

CONDUENT BUSINESS SERVICES INDIA LLP. - KOCHI, INDIA

- Performs clerical duties especially in data entry function.
- Ensures completeness and accuracy of data.
- Transcribes routine identifiable alphanumeric and pre-coded data from source documents or phone calls into an automated system.
- Performs data entry of important materials from source documents to computer database.

MECHANIC, (07/2014 - 06/2015)

EICHER PSN AUTOMOTIVE PVT. LTD - MALAPPURAM, KERALA, INDIA

- Checked vehicle mileage and determined necessary maintenance, including belts, fluids flushing or gasket replacements.
- General service, technical and mechanical issue resolving.
- Dismantling complete accessories.
- Oversaw repair and maintenance of hydraulic, electrical and pneumatic systems, keeping up-to-date knowledge of each.

EDUCATION	ICDC TRAINING CENTER, KERALA, INDIA - 2015 DATA ENTRY	
	REGIONAL EDUCATION INSTITUTE, KERALA, INDIA - 2014 Diploma of Higher Education: ITI Diploma in Automobile	
	GRFTVHSS TANUR, KERALA, INDIA - 2012 Certificate of Higher Education: Commerce studies	
LANGUAGES	English, Arabic, Hindi, Malayalam(Mother tongue)	
SKILLS	• Software skills: M.S Office, PDF Editors, and Photoshop • Good typing skill in English and Arabic • UAE Driving License (LV Manual) from 2020	
PERSONAL INFORMATION	NATIONALITY:	INDIA
	D.O.B:	12/05/1994
	PASSPORT NO:	P0991659
	PASSPORT VALIDITY:	29/06/2026
	UAE DRIVING LICENSE NO:	2641609
	VALIDTY:	01/01/2028
	VISA STATUS:	EMPLOYMENT VISA