



**THALHATH  
BADARUDEEN**

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Dubai uae



## OBJECTIVE

Great knowledge and strong work in proficient, perfect as well as admin support to the company's associates and supervisors, looking for an admin assistant position at your company. I am Interested to work as an administrative assistant to utilize my organizing and written as well as verbal communication skills.



## PERSONAL DETAILS

Date of Birth : 07/07/2001

Marital Status : Single

Nationality : Indian

Visa status : Visit visa

Passport No: : U9887694



## SKILLS

Excellent oral and written English communication skills  
Customer acquisition and communication skills  
Committed to continuous learning and self-development.  
Attention to detail and creativity in every workdone.  
Good organizational, planning, and presentation skills  
Able to set priorities and get things done.  
Motivation to take on challenging tasks.  
Ability to work quickly and effectively.  
Enjoying being part of a developing team.



## LANGUAGES

English  
Malayalam  
Hindi  
Tamil



## EXPERIENCE

2018 - 2020

**Marginfree supermarket**  
Marchandiser

2021 - 2022

**WADI RMAITHA GENERAL  
TRAIDING L. L. C & CJN  
MARINE SHIPMANAGEMENT  
OFFICE SECRETARY**



## EDUCATION

2018

**Board of Education, Kerala**  
HIGHER SECONDARY  
EDUCATION

2019

**University of Calicut, India**  
B.COM (BACHELOR OF  
COMMERCE) DEGREE  
(ONGOING)

2021

**Al Salama School of Safety  
Studies., India HSE Training  
Consultancy**  
IOSH and First Aid with Fire  
Safety and Rescue Training  
**Al Salama School of Safety  
Studies., India HSE Training  
Consultancy**  
NEBOSH IGC (National  
Examination Board in  
Occupational Safety and  
Health - International General  
Certification)



## REFERENCE

Available on request



## MY DECLARATION

I certify that the above information is true and correct to the best of my knowledge and ability.