



UNAISA

OBJECTIVE

A suitable position with an organization where i can utilize the best best of my skill and abiliest that fit to my education ,skills and experience a place where encourage and permitted to be an active participant as well as vital contribute on develeopment of a company

Personal Info

Mobile:

+971 586151523

Email:

unaisathanikkal0@gamil.com

Passport No.

P0988346

Address :

Abdul Azeez building
Near Union Metro staion
Deira

Languages Spoken

English

Tamil (Intermediate)

Hindi (Intermediate)

Malayalam

Hobbies

Travelling

Sports

Swimming

Responsibilities

- Handling incoming calls and other communications
- managing filling system
- Recording information as needed
- Greeting cliets and visitor as needed
- Prepare and assemble conduits and connect wiring through them
- Helping organize and maintain office commen areas
- self-motivated and Goal oriented emplyee.

Educatioal Qualification

Higher Secondary Education National Institute of opening School	64%	2020-21
High School Education Govt of Kerala	55%	2011-12

Soft Skills

- Communication
- Mentoring skills.
- Customer service.
- Problem solving
- Accuracy.
- Flexibility

