

ABDUL MANAF

Experienced Document Controller cum Office Assistant with a demonstrated history of working in the UAE. Skilled in coordination, maintaining files, Microsoft Word, Adobe, and Microsoft Excel. Strong administrative skills.



CONTACT



mhdmanaf2018@gmail.com



05 22 76 50 51



Ajman - UAE

EDUCATIONS

PROFESSIONAL TRAINING ON AUTOCAD

CAD Center Calicut – 2011
Indian Educational Enterprises (p) Ltd

ARCHITECT ASSISTANT

Markaz ITI Karanthoor – 2010
NCVT, Government of India

HIGHER SECONDARY SCHOOL

Don Bosco Mukkam – 2007
Kerala Board

SECONDARY SCHOOL LEVEL

Holy Family High School Venappara – 2005
Kerala Board

WORK EXPERIENCES

DOCUMENT CONTROLLER & CAD OPERATOR

January 2012 – July 2017

TATWEER REAL ESTATE CO LLC - (UMM AL QUWAIN - UAE)

ACCOUNTANT

January 2018 – June 2018,

SV BLUE METALS - (BANGALORE - INDIA)

OFFICE ASSISTANT

July 2018 – March 2019

ROYAL KITECHENS - (KANNUR - INDIA)

SALES REPRESENTATIVE

July 2020 – AUGUST 2021

CAKE STORY - (CALICUT- INDIA)

PERSONAL INFO

DOB: 04 July 1989

NATIONALITY: Indian

PASSPORT NO: U9854601

VISA STATUS: Visit Visa

MY SKILLS

Ms Office



Photoshop



SketchUp



AutoCAD



Writings

