



# ANTANI IVAN

## CONTACT INFO

### Mobile

+971 54 425 4861

### Email

devivan091@gmail.com

### Address

Dubai, UAE

## SKILLS

- Integrity
- Dependability
- Effective Communication
- Creativity
- Critical Thinking
- Adaptability

## LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

## PERSONAL INFO

- Date of Birth : 09-02-1994
- Nationality : Sri Lankan
- Marital Status : Single
- Passport No : N9982916
- Issue Date : 17/11/2022
- Expiry Date : 17/11/2032

## REFERENCES

Will provide upon request.

## OBJECTIVE

Seeking a position equivalent to helper category in a professional environment that will enable me to work with dedication in order to grow with organization.

## EXPERIENCE

### Messenger (2014-2023)

**Prime Minister's Office & Ministry of climate change environment,  
Dubai - U.A.E**

Job Description:

- Handling incoming calls and other communications.
- Managing filing system.
- Recording information as needed.
- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents, and word processing.
- Helping organize and maintain office common areas.
- Performing general office clerk duties and errands.
- Coordinating events as necessary.
- Maintaining supply inventory.
- Maintaining office equipment as needed.
- Aiding with client reception as needed.
- Prepare coffee & tea for the guest

## EDUCATIONAL QUALIFICATIONS

- **Passed GCE O/L Examination**  
December 2010, Sri Lanka
- **CSS Computer Education**  
College of Software Society  
Passed with 89%
- **Took part and won awards in art competitions at College Level and represented the college at various competitions.**

## CERTIFICATIONS & ACHIEVEMENTS