

Name: K. PRAPAKAN

Office assistant with UAE Driving license

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Abu Dhabi, UAE

Career Objective

To pursue a rewarding career in an organization that offers a challenging to work Office assistant with UAE Driving license environment, where my skills will be used to achieve organizational and personal ability for the benefits of the organization and individual goals and to create a platform and utilize my acquired knowledge to the best of my.

Working Experience

❖ **ETA-Ancon Group of Companies**

❖ Ten years of experience in Abu Dhabi UAE office assistant and Driver part of government offices, banks as a contract period.

❖ **Netaq E-solutions**

❖ Administrative Office Assistant the Reception desk and Driver

Responsibilities

- Handling incoming calls and other communications
- Greeting clients and visitors as needed
- Deposit and withdraw cash and cheque authorized banks
- Collection and delivery of documents, cheques, invoices
- Tacking for meeting management and staff
- Maintain professional communication with phone, email, and mail.
- Maintaining office equipment's
- Operating Machines like Photocopy Fax and scanner
- Performing like general office clerk duties
- Updating paperwork, maintaining documents and word processing
- Receiving and singing Internal, external mail, couriers and
- Distributing couriers and mail department and employees
- Passing, collecting documents between department and offices

- Managing documents filing system
- Helping organize and maintain office teamwork
- Supporting to PRO work

OTHERS

- **UAE driving license**

Education Background

- Secondary High School in Sri Lanka

Hobbies

- Reading Books, Sports and Music lessoning

Personal Details

- Gender : Male
- Nationality : Sri Lankan
- Date of Birth : 30/10/1986
- Marital status : Married
- Visa Status : Employment Visa
- Languages : English, Hindi, Arabic & Tamil, Malayalam

Cover letter

This letter is to introduce myself for an available position in your organisation. I am looking for a career opportunity that is commensurate with my skills and qualification and that can provide me with a competitive working environment coupled with the opportunity for career growth.

K. Prapakaran