

CURRICULUM VITAE

MALGHARDEEN.I

PHYSICALLY CHALLENGED

About Me



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Objective

To associate with an organization that promises a creative career in progressive environment so to enhance my knowledge and skills in the state of new technology and be a part of the team that excels in work towards the growth of organization.

Career Highlights

- Always owed with "can-do spirit".
 - Decision-making leadership, acceptance of responsibility and evidence of
 - team-work. Quick learner, resourceful, productive, and with good sense of
 - humour.
- Comprehensive problem solving
- abilities. Hard worker while creative.
 - Able to work independently, as a part of team, able to vaporize and grasp new things quickly.

Education

❖ Higher Secondary, TamilNadu, India

Employment History

Company Name : Platinum Pvt Ltd,
Chennai Designation : Office Assistant
Duration : July 2018 to Sep 2021

Work Experience:

- Overseeing clerical tasks, such as sorting and sending mail
- Keeping an inventory of office supplies and ordering new materials as needed
- Maintaining files
- Welcoming visitors to your office
- Taking and delivering messages
- Ensuring the office runs smoothly
- Scheduling meetings and sending meeting invites to attendees

Personal Details

Name : MALGHARDEEN.I

Father Name : IYUBKHAN

Sex : Male

Date Of Birth : 26-04-1994

Marital Status : Married

Passport No : M3934814

Expiry Date : 26/11/2024

Visa Status : Visit Visa

Declaration

I consider myself familiar with Information technology aspects. I am also confident of my ability to work in a team. I, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Place : Dubai

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