

Contact

(+971) 58 801-4868



sarathkrishnamoorthy089@gmail.com



Personal Information

Marital status: Married

Nationality: Indian

Passport No.: V6437954

Current Location: Dubai

Key Skills

Professionalism,
commitment, strength of
confidence.
Mentoring
Initiative and problem-solving
Strong collaborator
Teamwork
Ability to manage challenging
situations

Education

Undergraduate
ITI

Summary

I am looking forward to working in a competitive and prosperous environment. I am versatile by nature with an inclination to learn new things and ability to grasp things with a little orientation. I have above 10 years of work experience in UAE as well as INDIA.

Professional Experience

Office Assistant / Storekeeper

Dubai International Private
School -Dubai,UAE

JULY 2014 – Present

- Welcoming visitors
- Preparing Coffee & Tea for Staff & Visitors.
- Organize and control kitchen and office material storage, keeping track of material consumption
- Answers the telephone if necessary.
- Monitoring the use of equipment and supplies within the office.
- Distribute/deliver mails, correspondences, documents, and others to the person's concern.
- Assisting office staff as requested.
- Helping the associate, staff, or other management staff in doing their responsibilities.
- Answering and forwarding phone call and taking messages.
- Coordinating the maintenance and repair of devices for the workplace.
- Arrange stationary & other required items.
- Maintain office cleanliness and welcome guests properly.
- Ensure the office is secured and locked during office hours.
- Follow all standards for issuing and receiving stock within the store's area of operation.
- Monitor and take inventory on regular basis to compile orders based on par levels or needs.
- Maintain clear and organized records to ensure all reports and invoices are filed and transferred to the right department or personnel.
- Refuse acceptance of damaged, unacceptable, or incorrect items.
- Ensure no wastage or over-stock of items are attempted.

SARATHKRISHNAMOORTHY