

CURRICULAM VITAE



N KISHORE MOHAMED

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Career Objectives.

To secure a position of where my existing skills in the area of swimming pool attend and property administration of villas can be utilized by a progressive office and bank messenger, office boy and tourist guide.

Job experience:

1. Three years experience about swimming pool attendant in Mysuru.

- a) Prepares aquatic complex for use by swim team and recreational swimmers including unlocking and removal of pool covers and changing an aquatic equipment to fit needs of swimmers such as moving lane lines.
- b) Maintains pool including vacuuming, washing decks and flushing gutters.
- c) Maintains general cleanliness of locker room and may assist in maintaining order and discipline in locker room areas.
- d) Prepares sign-in sheets, checks patron identification and assigns lockers to patrons.
- e) Performs preventative maintenance on pool equipment such as cleaning filters, backwashed water, checking the chemical level in the water.
- f) Ensured that only capable swimmers use deep end of pool.

2. Two years work experience as office boy in Aikah Establishment, Dubai.

- a) Answering telephones and intercoms, taking messages, responding to inquiries, providing comprehensive secretarial and clerical support to center staff and management.
- b) Making Tea & coffee for staffs then managers, taking photo copy and sending Faxes.
- c) Help in bookkeeping, payroll and A/R and A/P processing.

- d) Done other duties as needed.
- e) To type down necessary papers for the office.
- f) To respond any basic query of visitors.

3. Two years working experience as security guard in Trichy.

- a) Monitored and authorized entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
- b) Responsibilities included: writing reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences, calling police or fire departments in case of emergency, such as fire or presence of unauthorized persons, circulating among visitors, and employees to preserve order and protect property.
- c) Proficient in operating security systems, and watching CCTVs.
- d) Answering telephone calls, answering questions, and providing information to new visitors.

4. Four years experience about tourist guide place of Madurai, Tamil Nadu INDIA.

- a) Guide all the places in Madurai Meenakshi temples and other Madurai places also.
- b) Explain to visitors all the history of historical places, and arranging hotels, resorts. And prepared tour guide documents for next day visit.
- c) Ensured safekeeping and enjoyment of visitors within the property, and make satisfy to the visitor.
- d) Lead tour groups and ensured that all needs of clients are addressed.
- e) Assisted with the security of the venue and ensured safety of audience.

Personal Details:

Father's Name : Mr. A.M. Noor Mohammed

Date of Birth / Marital Status : 02.09.1987 / Married

Nationality / Religion : Indian / Islam.

Language : English, Hindi, Tamil & Malayalam.

Passport details:

Passport number : V6319615
Date of issue : 03.03.2022
Date of expiry : 02.03.2032
Place of issue : Coimbatore
VISA Status : VISIT VISA (01-06-2023 to 27-07-2023)

Responsibilities:

- Initiative and responsible natured / can assume responsibility, work effectively, carry out the duties and responsibilities of the position and meet management deadlines without or with a minimum amount of daily supervision.
- Having good command over English language.
- Tactful, pleasing mannered and can get along with different situation and people.
- Willing to learn and adhere to new policies and procedures.

Qualification:

- D.M.E

Key skills:

- Have knowledge of e-office, MS office works.

*****willing to relocate anywhere and ready to work*****

Declaration:

I hereby declare the statements mentioned above are true and correct to best of my knowledge and belief.

- N. KISHORE MOHAMED.