

Abdul Razzak Abdul Qadir Surve

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Sharjah, UAE

Currently on visit visa



Looking to work for the position of **General helper** or **office assistant**

Professional Summary

Experienced helper who excels at problem solving. Knowledge in providing friendly and thorough customer services to clients, families and fellow professionals. Able at being creative and innovative at work place. Adapt at handling confidential and/or sensitive information.

Work Experience

- **Helper**
Zahrani Goods Work [January 2016- March 2019]
Al Baha, Saudi Arabia

Being a helper at Zahrani Goods Work, responsibilities like helping in taking the delivery of goods, loading and unloading goods from warehouse and knowledge of all hardware tools.

- **Operator Helper**
Waste Treatment Project [December 2007 to March 2010]
Nitco, Qatar

Being an Operator Helper at Waste Treatment Project, responsibilities like taking care of operations of treating waste water properly, assisting in other operations to reduce work load. Creating a good environment around work place, maintaining good relations with other employees, managing tasks efficiently were some of the other tasks to be performed

Education

SSC pass

Additional Skills

- Good knowledge in Welding

Personal Information

D.O.B : 09/02/1977

Nationality : India

Passport Number : S9757112 Valid upto: 14/02/2028

Languages Known : English, Hindi, Marathi and Urdu