

## HAJA MAIDEEN V

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Hor Al Anz, Deira, Dubai



### Objective

Can work in a fast paced environment with organizational and interpersonal skills. Trustworthy ethical and discreet, committed to superior customer service. confident and poised interactions with individuals. Detail oriented and resourceful in completing projects and able to perform multi-task work effectively.



### Experience

#### P.K.M Grand India

2018 - 2022

Cashier, Biller

#### Hotel Tayyip - India

2012 - 2018

Front Desk Staff

#### Oman Insurance Company (PSC) - UAE

2010 - 2011

Document controller cum admin clerk

#### Range general trading (LLC) - UAE

2008 - 2009

Document controller cum admin clerk

#### Yaar properties (LLC) - UAE

2006 - 2008

Document controller cum admin clerk



### Education

#### TBML College

B.Sc (Zoology)



### Skills

Better practical understanding

Hardworking & flexibility based on work load

Good communication skill

Quick adaptability & good approach with staffs

Good leadership quality and good team player



## Languages

English

Hindi

Malayalam

Tamil



## Technical Skills

Microsoft Word

Microsoft Excel

Power point

D.C.A

Internet

Shamil software

Moon software

Gofrugel software



## Personal Details

Date of birth : 20/01/1974

Gender : Male

Nationality : Indian

Marital status : Married

Visa status : Visit visa (valid up to 30th Sep 2022)

Passport No : P8767149

Date of issue : 12/05/2017

Date of Expiry : 11/05/2027

Place of issue : Trichy



## Declaration

I hereby declare that all the details give above are true to the best of my knowledge and belief