



YASH KUMAR

To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

CONTACT ME

 +971 58 1296112
 yashkumarnu@gmail.com
 Dubai, United Arab Emirates

LANGUAGES

ENGLISH , MALAYALAM, HINDI,
TAMIL

PERSONAL DATA

Date of Birth - 04-06-1995
Nationality - Indian
Visa Status - Visit Visa
Driving License - UAE Manual

WORK EXPERIENCE

Administrator

Yem Cee Infrastructure & Realtors Pvt Ltd • India • Mar 2020 – Sept 2022
Provide Administration Support for the HR Department. Update Internal Databases with personnel data. Assist in day-to-day HR Operations. Handle queries from managers and employees, make travel arrangements. Update office policies and ensure compliance with them. Maintain a filing system for data on customers and external partners. Maintaining internal database.

Document Controller

Arabian Construction Company • United Arab Emirates • May 2017 – Jan 2020
Check for accuracy and edit files, like Contracts. Review and update technical documents. File documents in Physical and Digital records. Retrieve files as requested by the manager's. Manage the flow of documentation within the organization. Handling documents through ACONEX. Distribute project related documents to internal teams. Maintain confidentiality around sensitive information and terms of agreement.

Forex Account Executive

Broomakx Trading Company • United Arab Emirates • Mar 2015 – Apr 2017
Assist in account handling. Forex broker. Maintaining forex records and assisting in other services as required. Office administration and assist in meeting with the customers.

EDUCATION

Central Board of Higher Secondary Education

Year of Passing 2013

Central Board of Secondary Education

Year of Passing 2011