

JAVAD CHIRAKKAL

CONTACT

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PERSONAL INFO

Date of Birth : 03/05/1991

Gender : Male

Nationality : Indian

Passport No. : N0536825

Date of Expiry : 22/07/2025

Marital Status : Married

Visa status : Visit Visa

Driving License : Indian

LANGUAGES

English : Good

Arabic : Read and Write

Hindi : Average

ADDRESS



Chirakkal House
Thirunavaya P.O
Malappuram Dist
Kerala - 676301

PERSONAL STATEMENT

To find a challenging and advancing career in a reputed industry which will provide me excellent career growth and opportunities to bring out my talents and skills and at the same time contribute to the mission, vision and values of company.

PROFESSIONAL EXPERIENCE

Office Attendant

Indian Postal service

Kerala

4 years work experience as an office attendant.

- Sorting and collecting letters and parcel documents.
- Stamping the documents.
- Deliver the articles to customers.
- filing the office documents.

Supporting staff

Physiotherapy centre

Etisalat academy

Dubai

2 months work experience as an Supporting staff.

Billing Assistant.

Metal mart supermarket

Kerala

2 years work experience as an Billing assistant.

- Making bills and collecting cash from the customers.
- Checking the physical stock.

STRENGTH AND SKILLS

- Team work and leadership.
- Helping Mentality
- Willingness to learn and adapt to new technologies.
- Ability to work in critical situation.
- Confidence and Positive attitude.
- An effective communicator with strong analytical, problem solving and organizational abilities.

EDUCATION

- SSLC
- PLUS TWO

TECHNICAL SKILLS

- MS Office
- Data Entry

DECLARATION

I assure you my best and sincere services for your esteemed organization should I be given an opportunity for the same.

Javad c