

CURRICULUM VITAE

ALFRED BABY



Email:

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CONTACT NO:

Mob :+971502461847

PRESENT ADDRESS:

O.P.C Area, Al Adhed Bldg.
Flat No. 311, Dubai.

PERSONAL DATA:

Father's Name : Baby Francis(L)
Date of Birth : 14/08/1998
Sex : Male
Nationality : Indian
Marital Status : Single

PASSPORT DETAILS:

Passport No : T5583155
Date of Issue : 03/06/2019
Date of Expiry : 02/06/2029
Visa Status : Own

**Linguistic proficiency : English,
Hindi, Malayalam, Arabic(only
reading)**

**Standardized examinations:
IELTS:6/9**

LinkedIn:

<https://www.linkedin.com/in/alfred-baby-095bb7168/>

OBJECTIVE

To Obtain the Position of a Production/Operations Engineer in a Company that will help me to showcase my excellent analytical and problem solving skills.

Intend to structure my growth in pace with the ever-changing corporate environment. Make my learning curve to move in a linear fashion along with the growth of my functional skills coupled with overall personality development in order to face the challenging times ahead. Take up responsibilities with the assurance of putting the best and consistent efforts to come up with effective results. I insist on getting the job done and work for efficiency and effectiveness. Being a fast learner I can quickly adapt to the surroundings, which a new job offers.

PERSONAL QUALITIES

- Excellent verbal and written communication skills, Ability to deal with people diplomatically, willingness to learn, team facilitator, comprehensive problem solving abilities.
- Ambitious and always keen to do well.
- Capable of remaining focused even in adverse situations.

CO-CURRICULAR ACTIVITIES

- Actively played for the college Basketball and Netball team as Vice-Captain and participated in debates and versifications in college.
- Actively participated in coordinating programs in college.

SOFTWARE SKILLS

- Microsoft Office
- AutoCAD
- Web and social skills
- C++, HTML

PROJECTS

- Helmet as a pseudo key with in-built breathalyzer for two wheeler vehicles.
- Manual metal bending machine for design project.
- Conducted project seminar on Aqua Silencers

EDUCATIONAL QUALIFICATION

Degree	College / School	Grade	Year
Bachelors in Technology (Production Engineering)	Vidya Academy of Science and Technology, Thalakkottukara, Thrissur	7.2	2020
Higher secondary	The Indian High School , Dubai	79%	2016
10th	The Indian High School , Dubai	9.0	2014

EXPERIENCE

Al Falah Typing and Photocopying Services **Bur Dubai, Dubai, March 2016 - August 2016**

Title: Sales Executive (Part time)

- Involved in the sales for the business by maintaining the clients with their orders and providing their orders in time by establishing contact , developing relationships with prospects and maintaining quality service by establishing and enforcing organization standards.

Mohd. Kazim Photocopy and Typing Services **Deira, Dubai, November 2020 - June 2021**



Title: Admin Assistant

- Helped in attaining the materials for the work to deliver the order in time.
- Communicating with various clients for any services required.
- Developing new clients by helping them in any services we could offer.
- Assisting the Admin manager by overseeing the work done by the junior staffs as well as to be responsible for the tasks and orders received.

Commitbiz Business Setup Consultants **Dubai, January 2021- February 2021**



Title: Junior Business Consultant/Clients Relation Officer (Internship)

- Dealing with the clients who wants to setup business, explaining various types of business and their procedures to follow and help them direct them towards their business setup.
- Helping any clients with their business by communicating with them to choose what type of business they would have to opt for their beneficial.



Title: Operations Officer

- Document scrutiny and collection of applications for visa processing
- Handling customer/applicant queries personally or via email, telephone.
- Assisting Deputy Manager/Operations Manager in execution of WB Project
- Ensuring all Administration and Logistics of passport delivery to consulate/ applicant / logistic company etc.
- Maintaining compliance to the standard operating procedures, manuals etc. without deviation in process
- Ensuring that the entire process is completed within the mandated Turn around Time.
- Encouraging applicants to provide feedback on services provided and their overall experience at the application centre.

OTHER ACTIVITIES & HOBBIES

- Attended several debating competitions.
- Played for the college basketball and netball, participated in various other sports like Table tennis, Football.
- Organizing various cultural & Technical activities, Travelling, Reading, Drawing, Quizzing, Sports, and Moviemaking.

DECLARATION

I hereby declare that all the above information given is true, to the best of my knowledge.

Alfred Baby