

NISHAD K NAVAS

OFFICE ADMIN/ADMIN ASSISTANT/OFFICE SUPERVISOR



+971 564722973



nishad0991@gmail.com



Dubai,UAE



Visa Status:Job Visa

SKILLS

Decision making
Technical skills
Critical thinking
Leadership quality
Creative mind set
Problem solving
Team player
Passion for learning

COMPUTER SKILLS

AutoCAD
MS Word
MS Excel

LANGUAGES KNOWN

English
Hindi
Tamil
Native Practice of Malayalam

PROFESSIONAL PROFILE

I am a dedicated, organized and methodical individual who have good interpersonal Skills with excellent team working mentality. I am reliable and dependable who often seek new responsibilities within a wide range of employment areas. I have an active and dynamic approach to work and getting things done. I am determined and decisive in work field where I can identify opportunities and very keen and willing to learn and develop new skills.

EXPERIENCE

OFFICE SUPERVISOR

ASSET LINE INTERIOR DECORATION AND ELECTROMECHANICAL SERVICES CO LLC (JANUARY 2015 – TILL DATE).

Result oriented associate with Five years of UAE experience in all Office Related works, as AutoCAD Draughtsman, and as Public Relationship Officer (PRO), with Quick learning, Creative, Correcting skills and to use those skills efficiently to complete all task.

- Administrative Professional 5+ years of experience administration and Clerical support.
- PRO related Works of the Company by Assisting with Government or other related offices & Typing Centers.
- Preparing drawings in AutoCAD 2D as per requirement.
- Opening Sorting and distributing mail to various professionals in the office.
- Running errands to post office, Office supply store.
- Answering phone calls and taking messages.
- Preparing and editing documents like Letters, Reports, Quotations, Invoices, LPO's, Contracts and Emails.
- Material Procurement by coordinating with Site Charge head/Project Engineer/ Site Engineer/Supervisors/Client.
- Preparation of Site Attendance Sheet and Drivers Trip Sheet.
- Following up and Assist drivers for their daily route as per the Site/Company requirement.
- Provide general administrative and clerical support including mailing, scanning, faxing and copying to management Maintain electronic and hard copy filing system.
- Manage calendar for managing director.
- Assist in resolving any administrative problems.
- Schedule and coordinate meetings, appointments and travel arrangements for managers.
- Booking Flight tickets for Staffs and Management.
- Maintain office supplies for department.

PERSONAL DETAILS

Address : Snooker Point
. Building, Oud Metha,
. Dubai

Date of Birth : 18-06-1990

Gender : Male

Nationality : Indian

Passport No : J 4058054

Marital Status: Married

SITE SUPERVISOR

**SURYA HOMES ARCHITECTS & BUILDERS, KERALA, INDIA
(APRIL 2013 –MAY 2014)**

DRAUGHTSMAN

**DIGI TECH INTERNATIONAL, KERALA, DUBAI
(OCTOBER 2010 – OCTOBER 2011)**

EDUCATIONAL QUALIFICATION

BACHELOR OF COMMERCE (B.COM)

Mahatma Gandhi University (MG University)
Co-operative College, Kerala, India

PLUS TWO (COMMERCE)

Board of Vocational Higher Secondary Examination Kerala
MMOVHSS, Kerala, India

SSLC

Educational Board, Kerala
HEHMMHS, Kerala, India

DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge and belief and I bear the responsibility for the correctness of the above mentioned particulars.

NISHAD K NAVAS