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Date: 01\10\2010

SAJU KUMBALERY

DUBAI – U.A.E

**Email** :

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**Mobile** : 00971-553117703

**Objective**:

To seek a responsible position within a progressive reputed organization in order to utilize my skills and knowledge to contribute enhancement and success of the organization as well as growth of my career the optimum level.

**Qualification and Skills**

Course completed diploma in mechanical engineering ( Govt.Poly Technic Thottada 2001 – 2004)

* Ability to maintain focus & awareness within a stressful environment.
* Ability to take effective decisions in both crisis and routine situations.
* Strong communication skills.
* Can speak English, Arabic, Hindi, and Malayalam very fluently.
* High attention to detail and work ethics.
* Good knowledge on MS Office Package and Internet.
* Good knowledge about the rules and regulation (Qatar) in immigration, medical commission, finger print and traffic department.

**Work Experience:**

**. Worked as an assistant to PRO with Bilfinger Berger Company**

**Duration: Last 3 years.(QATAR)**

Job Profile:

* Responsible officer for medical test and finger print for the 300 staffs and 2500 workers.
* Making exit permit, RP cancellation, RP issue, and renewal of RP using the electronic card by internet.
* Typing all type of visa application and other forms related to immigration work.
* Making the driving license for German staffs and other expatriate staffs.
* Making co-ordination with Al-Misnad (agency) who handles the RP processing of workers.

**.Worked as a receptionist with AL-RAAZI poly clinic in Al sadd.**

 **Duration : 6 months.(QATAR)**

Job Profile:

* Answering all telephone calls from the clients.
* Making the job cards for new patients.
* Handling the emigration works related to the clinic.

**. Worked as an Office Assistant in Hamad hospital with security department.**

**Duration : 3 months (QATAR)**

Job Profile:

* Handle all incoming and outgoing documents from the other department.
* Making the time chart of 500 workers.

**Profile:**

Age & Date of Birth : 26 Years, 16/11/1983

 Sex : Male

 Marital status : Married

 Nationality : Indian

 Passport No. : F 4702198

 Date of Expiry : 12/09/2015

 Qatar ID : 28335605507

 VISA Status : Tourist visa

 Languages known : English, Arabic, Hindi, and Malayalam

 Driving license : Having Valid Indian & Qatar Light Driving

 License

Declaration: I hereby declare that the information given above is true and correct to the best of my knowledge and belief.

 SAJU.K.P.

 DUBAI-U.A.E