**Curriculum Vitae**



**Munas Ekariyil**

Abu Dhabi-UAE

Contact #:+971508393053 / +971559327872

Email: munasvgd95@yahoo.com

**Objective:**

  To be able to contribute to the company's growth by being as to the company where I can spent my time, effort and excel, well as to share my talents, skills and gain new experiences.

**Personal Background:**

Name : Munas Ekariyil

Sex :  Male

Date of Birth :  31/05/1986

Civil Status : Single

Nationality :  India

Religion :  Muslim

Passport No : F2229085

Date of Issue : 02/02/2005

Date of Expiry : 01/02/2015

Place of Issue : Kozhikode

**Educational Attainment:**

* Bachelor of Commerce

Calicut University

* Plus Two

Higher Secondary (Commerce)

* S.S.L.C

State Public Examination Board of Kerala

**Other Qualifications:**

* Diploma interior & exterior designing
* Drafts man (Civil)
* NDT Level II

**Computer Skills:**

* Autodesk Soft ware (AutoCAD, 3D's max, Revit Architecture)
* Photoshop (CS2 and CS3)
* Operating System (DOS, WINDOWS (98, 2000, XP)
* Other Application (Tally, MS Office all packages)

**Hobbies:**

* Traveling, Internet

**Employment Background:**

**AL REDA GROUP OF COMPANY (Abu Dhabi - UAE)**

March 2011 – Until Now

Administrative / General Printer

Job Description:

* Typing Forms and Letters
* Preparing front office statistics.
* All Legal works especially Immigration and Emirates ID works
* Responsible for answering questions of the customers.
* Responsible for solving all the problems and enquiries of the customers
* Excellent ability to make administrative/procedural decisions and judgments
* Responsible for maintaining a good relationship with the customers
* Answering incoming calls and In charge of incoming faxed
* Lettering and Online form filling
* Ability to offer accurate information from customer
* Leaving them happy and satisfied about my service.

**DELTA BUILDERS AND CONSTRUCTIONS (Kerala-India)**

November 2008 – December 2009

Auto cad Design and Super visor

Job Description:

* Drawing Building Plans In AutoCAD
* Site Supervising and Labor Controller
* Purchasing all Building materials
* Assistanding Engineers
* Other office responsibilities

**Supreme Excel Institute (Tamilnadu - India)**

One Year

NDT Technician Helper Reason

Job Description:

* RT / PT / MT Helper
* Film Washing and Drying

**Part-Time Work Experience:**

**Broad Come Internet Cafe (Kerala - India)**

Part-Time Management

Job Description:

* Controlling Cafe
* Cashier
* Online form filling

**Amana Textiles and Series (Kerala - India)**

Sales

Job Description:

* Sales , Billing and Packing to Customers things
* Provide efficient service to customers coming in the floor while up selling the product
* Provide efficient service to customers coming in the floor while up selling the product
* Merchandising and checking availability of stocks in store
* Serving the customer for their needs and making myself available always for customer satisfaction

**Strength & Skills:**

* Communications. Ability to listen, writes, and speaks effectively.
* Hardworking and can do the task in minimum supervision
* Problem-Solving.  Skills to find solutions to problems using my creativity, reasoning, and past experiences along with the available information and resources.
* Highly Motivated Person with a great passion for work and serving people.
* Ability to easily adapt to different environment

**Language Known:**

* Malayalam - Mother Tongue
* English - Speaking, Reading and Writing (Good)
* Hindi - Speaking, Reading and Writing (Good)
* Urdu - Speaking (Good) Reading and Writing (Average)
* Tamil - Average Speaking
* Arabic - Speaking, Reading and Writing (Average)

**Character Reference:**

* SMITA.P

LICENSED ENGINEER

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* SHINI

LICENSED ENGINEER

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

Munas Ekariyil