

CURRICULUM VITAE

HAKKIM

19/B 33 Thilakar street Adirampattinam
Thanjavur (Dis) Tamil Nadu 614701
Mob: +91 9597466260
Email: M.s.hakkim@gmail.com



OBJECTIVE

To improve my career prospects by seeking fresh challenges from an established organization with clear focus and direction.

QUALIFICATION

H.Sc., (Higher Secondary School) – Tamil Nadu State board, India

LICENSE DETAILS:

Having valid U.A.E. motor bike license
License Number: 1312637

WORK EXPERIENCE

Position : **Office Assistant cum Messenger**
Organization : **Newmatic Trading Co. L.L.C., Dubai – U.A.E.**
Period : Mar 2007 to Feb 2014

Responsibilities:

- Attending the needs of Directors and Managers
- Distributing documents to concerned person.
- Attending customers in the reception and providing information on company's policy.
- Responsible for organizing and keeping the stationeries for company.
- Responsible for the petty cash.
- Receiving and sending mails and couriers.
- Attending phone call when necessary.
- Delivering the documents to clients
- Deposit cheques & cash collection.

Position : **Messenger**
Organization : **Marina Pharmacy, Dubai – U.A.E.**
Period : Aril 2014 to Dec 2014.

Responsibilities:

- Familiar in all routes in Dubai
- Distributing documents to concerned person.
- Receiving and sending mails and couriers.
- Delivering the documents and packages safely and confidentially to the clients on time.
- Deposit cheques & cash collection.

Position : **Messenger**
Organization : **Medeor Hospital, Dubai – U.A.E.**
Period : June 2015 to June 2017.

Responsibilities:

- Familiar in all routes in Dubai
- Delivering the documents and packages safely and confidentially to the clients on time.
- Deposit cheques & cash collection.
- Maintain records of daily visits in the logbook
- Confirm deliveries by checking into the office after each delivery
- Plan efficient routes prior to setting out on a delivery mission

Position : **Messenger**
Organization : **Burjeel Hospital for Advanced Surgery, Dubai – U.A.E.**
Period : July 2017 to December 2021.

Responsibilities:

- Familiar in all routes in Dubai
- Delivering the documents and packages safely and confidentially to the clients on time.
- Deposit cheques & cash collection.
- Maintain records of daily visits in the logbook
- Confirm deliveries by checking into the office after each delivery
- Plan efficient routes prior to setting out on a delivery mission

LANGUAGES KNOWN

English, Tamil, Hindi, Malayalam & Kannada

PERSONAL DETAILS

Father Name : Saleem
Date of Birth : Sep 26, 1986
Nationality : Indian
Marital Status : Married
Passport No. : M646540

DECLARATION:

I solemnly declare that all the information furnished in this document is free of errors to the best of my knowledge.

Date:

Hakkim.

Place: