



Anu Joy

Mobile:0562317378 Email:anujoy78@gmail.com

Visa Status: Spouse visa (Family Sponsorship)

UAE EXPERIENCE

1. Company Name: Metro Global General Trading
Dubai, UAE

Job post: Sales Cum Driver (Abu Dhabi Region)

Duration: 01/12/2021 to 31/03/2023

2. Company Name: Transguard Group
Dubai, UAE

Job post: Chauffeur Driver at Dubai airport

Duration: 01/04/2019 to 14/09/2019

3. Company Name: Vision Valley FZ DMCC
Dubai, UAE

Job post: Office Assistant cum Driver

Duration: 18/04/2018 to 31/03/2019

4. Company Name: Mighty Systems L.L.C
Dubai, UAE

Job post: Office Assistant & Driver cum PRO

Duration: 04/09/2007 to 10/03/2018

JOB RESPONSIBILITY

- Collection and drop off documents and other items.
- Delivery Items properly in client location.
- Receive and drop off guests.
- Maintain office filing and storage systems.
- Monitor and order office supplies.
- Perform errands that assist daily functions: post office, bank, etc
- Doing HR related work. (Preparing Salary Slip, Offer letter, Appointment letter, Salary Certificate, Bank Letter, Attendance, Annual leave, etc)
- Updating employee records in HR database.
- Ensure workstation, provide employee handbook etc.
- Doing on boarding for new joining staffs.
- Doing Emigration and Labor works (Visa renewal, cancel, new visa, etc)
- Doing medical insurance related work.
- Attending calls Arranging meetings Scheduling interviews.
- Arranging Business trip (Hotel Booking, Flight booking)

UAE DRIVING LICENSE DETAILS

Name Anu Joy

Nationality: India

License No: 1394154

Issue Date: 02/03/2009

Expiry Date: 02/03/2024

Vehicle Permitted: 3(Automatic)

EDUCATIONAL QULIFICATION

SSLC Passed in 2002 March

12th class Passed in 2004 March

ITC (Refrigeration & Air-condition)

2004July to 2006 May

PERSONAL INFORMATION

Name: Anu Joy

Date of birth: 09/05/1987

Nationality: Indian

Passport no:P0423906

Passport expiry date: 11/08/2026

Passport issue place: Trivandrum, INDIA

Language known: English, Malayalam & Hindi

Skills

- Good knowledge & experience as a Driving
- Capable to find out of problems
- Excellent at written and oral communication skill and the ability to Communicate effectively.
- Caring attitude and professional Appearance.
- Organizational skill and problem solving ability.
- Time management and efficiency.
- Knowledge in MS office
- Knowledge in Internet and Web Tools.
- Knowledge in Outlook Mails.

DECLARATION

I hereby declare that above mentioned details are true and to the best of my knowledge and belief.

Anu Joy