

Abrar Hafiz Yunus Maniyar

Alquoz ,Dubai.

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✓ Objective

Administrative Abilities, Proven Interpersonal, Communications Skills, Adaptable Key Player Recognize For Willingness to Learn and Teach newly acquired skills and equipped with knowledge of Administration. I am looking Forward for a Long term Professional Relationship in your Reputed Organization.

✓ Experience

- **Ejadah Assest Management Dubai** 07/02/2022 - Till now
Concierge
- **Aladdin container company(Dry Port Dispatch Dept) Dubai** 01/09/2017 - 30/09/2018
Data Entry operator
- **Binarbaid Group of companies,(Head office)Qatar** 01/10/2012 - 30/10/2013
Receptionist
- **Nampack Plastics pvt ltd** 01/08/2005 - 30/07/2007
Administrative Assistant
- **Vishwadarshan Network and Mk Dept.** 01/02/2009 - 28/02/2010
Oracle Database administrator
- **S S constructions** 01/10/2019 - 30/03/2020
Office Assistant
- **Venus Heavy Equipment supply,Qatar** 01/04/2010 - 30/09/2011
Office Assistant
- **M.b construction** 01/05/2004 - 30/06/2005
Office Assistant
- **Sanobar Developers** 01/12/2013 - 30/05/2017
Office Assistant/Clerk

✓ Education

- **D.b.j college,University of Mumbai** 2004
Fy Bcom (Commerce)
- **Maharashtra High school and college** 2002
HSE (12th)

✓ Achievements & Awards

- Employee Recognition Award(Certificate of Appreciation 2023)by Ejada assest Management Company



• Technical Qualification

Diploma in Oracle Database Administrator with A Grade.

Diploma in Computerised financial Accounting with A Grade.

Certificate course in Computer Applications with A Grade.

Certificate Course in Indian Institute of Personality Development.c

Certificate course in Basic fire fighting training completed in Doha industrial services Qatar.

Certificate course in NSC first Aid CPR and Aed training completed in Doha industrial services Qatar.

✓ Skills

- Ms office
- Customer service support.
- Client Relations.
- Coordinate office activities.
- Typing, Documentation Skills.
- Excellent communication skill

✓ Interests

- Cricket
- Body building

✓ Languages

- English
- Hindi
- Arabic
- Marathi
- Urdu

✓ Additional Information

Personal Information:

Full Name: Abrar Hafiz Yunus Maniyar

Date of birth: 07/01/1984.

Gender: Male.

Marital status: Married.

Nationality: Indian

Languages known: English,Arabic, Urdu, Hindi, Marathi.

Passport number: V9153719

Nationality: India

Date of issue: 03/09/2022

Date of expiry: 02/09/2032

Place of issue: Dubai

Address: AlQouz,Dubai.