




# GADHA R

United Arab Emirates

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## RELEVANT SKILLS

- Quality Customer Service
- Microsoft Word
- Excel
- Power point
- Problem solving
- Critical Thinking
- Decision Making
- Time Management
- Good in communication
- Positive & professional working attitude

## PERSONAL DETAILS

Date of Birth : 9 / 12 / 1998

Age : 25

Gender : Female

Civil Status : Single

Languages Known : English, Malayalam,  
Tamil, Hindi

Citizenship : Indian

Visa Status : Visit visa (expires on  
july 29)

## OBJECTIVE

To achieving a dynamic and challenging job where i can use my technical and interpersonal skills, creativity and all my learning experiences in order to develop my career as well as contribute to the welfare of the organisation.

## WORK EXPERIENCE



### Office Admin

Karthika Associates Designers & Builders  
January 2021- July 2022 (1 years, 7 months)

- Scheduled and coordinated meetings, appointments, and travel arrangements for staffs, supervisors and managers.
- Maintain files and records with filing systems, record filling procedures & inventors.
- Answering phones, ordering appliances for new homes being built, writing up contracts approving and adding.
- Knowledge of social media marketing uploading posts.
- Following up with clients payments and work schedules.
- Handling customers with utmost respect and diligence.



### Assistant Engineer

Three months experience as an assistant in estimation, visual designing, material selection & material list in P.R. BUILDERS & INTERIORS, KERALA, INDIA.

## EDUCATION HISTORY



**Bachelor of Technology in Civil Engineering**  
APJ Abdul Kalam Technological University-2020