

YASH KUMAR N.U

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OBJECTIVE

Seeking a challenging career with a progressive organization that provides an opportunity to capitalize my skills & abilities in the fields of Management.

PROFILE SYNOPSIS:

- High level of Perseverance and Time Management.
- 2 years' experience in Forex Trading System.
- Self-motivated and hardworking with zeal for professional progress and career advancement through determination and dedication.
- Experience in Office Documentation.
- Valid UAE Driving License.
- Teamwork Skills.
- Ability to work with minimal supervision.
- Excellent written and communication skills.
- Proficient with basic computer software programs.
- Problem Solving Skills.
- Time management abilities.
- Strong work ethics.
- Ability to accept and learn from criticism.
- Working well under pressure.
- Keyboarding/Typing.

PROFESSIONAL EXPERIENCE

➤ **Arabian Construction Company, DUBAI**

Designation: Document Controller

Duration: From May 2017 – Oct 2018

JOB RESPONSIBILITIES

- Check for accuracy and edit files, like Contracts.
- Review and Update Technical Documents.
- File Documents and in Physical and Digital Records.
- Retrieve files as requested by employees and clients.
- Manage the flow of documentation within the Organization.
- Maintain confidentiality around sensitive information and terms of agreement.
- Distribute Project related documents to internal teams.
- Preparing Monthly Reports.

➤ **BROOMAX TRADING COMPANY, DUBAI**

Designation: Forex Account Executive

Duration: From March 2015 – April 2017

JOB RESPONSIBILITIES

- Assist in Account handling
- Forex Broker
- Assist in meeting with the customers
- Maintaining Forex records and assisting in other services as required.

➤ **FOR AN ADVOCATE, Dubai (Part Time)**

Designation: DATA ENTRY OFFICER

Duration: From June 2014 – January 2015

JOB RESPONSIBILITIES

- Assist in entering the Law details in Word Format.
- Ensure that the work assigned is done on time.
- Checking the law book as a soft copy and correcting wherever required.

EDUCATIONAL ATTAINMENT

COURSE : Master's in Business Administration - Major in Human Resources (Pursuing)
COURSE : Bachelor's Degree in Business Administration – Major in Human Resources
COLLEGE : Calicut University – Kerala India
Higher Education: Higher Secondary School Certificate (HSC)
Board : Central Board of Higher Secondary Education – Year of Passing 2013
Board : Central Board of Secondary School Education – Year of Passing 2011

COMPUTER KNOWLEDGE

Microsoft Office from Al Madani Computer Institute
(Certificate attested by KHDA) – Year of Passing 2012.
Microsoft Windows, Microsoft Word, Excel, PowerPoint, Access (basics), Outlook (basics),
Internet & Email.

LANGUAGES KNOWN

- English : read, write and speak
- Malayalam : read, write and speak
- Hindi : read, write and speak

PERSONAL STRENGTHS

- Dedicated, creative and innovative individual, willing to strive hard.
- Good team leader and team player.
- Ability to grab new concepts readily and to apply them practically.
- Attentive listener and good spokesperson.
- Like to take responsibilities.

HOBBIES

- Listening music, movies, swimming and other sports activities.
- Reading.

PERSONAL DATA

Date of Birth : 4th June 1995
Nationality : Indian
Visa Status : Visit Visa
Driving License : UAE Light motor vehicle
Languages Known : English, Malayalam, Tamil & Hindi

DECLARATION

I hereby declare that the above information specified is true to the best of my knowledge and belief. I shall be highly grateful if you could provide me with hope and opportunity to do the work in your esteemed Organization. I look forward for your favorable response.