

# THANSEER T.S

**Mob:** +971 542467808

**Email Id:** [thanseer602@gmail.com](mailto:thanseer602@gmail.com)



## CAREER OBJECTIVE:

Capable of using my technical skills in empowering the organization and to work in a reputed organization where my sound knowledge will be fully utilized to maximum potential.

## EDUCATIONAL QUALIFICATION:

- Jai Bharath Arts & Science College, Perumbavoor — BCA (2019-2022)
- Govt HSS, Edathala— Plus 2 (2017-2019)
- Cochin Public School, Edapally— 10th level (2017)

## WORK EXPERIENCE:

### IT and Administration – Car Center Service, Sharjah - UAE

(March 2024 - Present)

- Office Management
- Document Management
- Communication and Coordination
- Human Resources Support
- Customer Service and Client Relations
- Handling POS software
- Card printing
- Computer hardware handling
- Camera handling
- Property Management

### Customer Assistant Specialist - Le-Emerald, Cochin

(January 2023 - February 2024)

- Handles outbound and inbound calls for account recovery at a UAE-based bank.

### Dental Assistant + Office Administration - Dr. Shereef Dental Clinic, Cochin

(March 2021 - November 2022)

- Assisted in dental procedures, ensuring patient comfort and safety.
- Managed front desk tasks, including appointment scheduling and patient records.
- Handled administrative responsibilities such as billing and insurance claims.

## SKILL:

- Ability to grasp new skills quickly.
- Good knowledge in technical subjects.
- Efficiency in working methodically and precisely.
- Trustworthy and service-focused.
- Quick learner

## **LANGUAGES:**

- English
- Malayalam
- Hindi ( Intermediate)
- Tamil ( Intermediate)
- Arabic ( Beginner)

## **PASSPORT DETAILS:**

- Passport No: V5731611
- Date of Issue: 05-01-2022
- Date of Expiry: 04-01-2032

## **DECLARATION**

I solemnly declare that all the above-mentioned information is true to the best of my knowledge.

Thanseer T.S