

Curriculum Vitae

SUDHEESH EDASSERY

S/o Chandran. E

Edassery House

Kalaripadi, Tanur PO

Malappuram District

Kerala, India-676302

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: 00917593991907



I am looking for the good job where i can utilize my talent and knowledge. I want to learn from the organization and growth with organization. If given opportunity to work under your kind control, I will discharge my duties most satisfaction of my superiors and serve my best to the organization. Presently iam working as a Office Attender in Nmc Royal Hospital, Khalifacity, Abudhabi since January 2016.

Area of Interest to Work

- Fire Safety Technician
- Office Assistant / Admin Assistant
- Front Desk / Customer Service
- Document Controll / Filling
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Personal Attribute

- Good Verbal and written communication Skills
- Ability to work independently and as part of a team
- Good Telephonic etiquette
- High energy level team player and team builder
- Adjust to various situations
- Flexible adaptive to changes
- Ability to complete tasks
- Always learner to update and enhance my knowledge

Education Details

Qualification	Name of Institution/ University	Year of Completed
BA Sociology	Calicut University	2011-2015
Repairing and Maintenance of Electronics Equipments.	Govt poly technic Thirurangadi	2010
Diploma in Fire and Safety Engineering	NIFE Tirur	2007-2008
Higher Secondary Education	Devadhar Govt Higher Secondary School, Tanur	2005-2007
SSLC	Devadhar Govt Higher Secondary School, Tanur	2004-2005
Computer Knowledge:	Graphic Designing , MS Office, MS Exel, Internet Applications etc..	

Employment History

Job Title:	Office Attender
Company Name:	NMC Royal Hospital
Location:	Khalifa City, Abudhabi, UAE
Date From and To:	January 2016 – Present 2019
Contact Details:	02 203 5000
Responsibilities:	<ul style="list-style-type: none">▶ Responsible for Movement and Filing of the documents among the departments.▶ Assisting for HOD/Department Incharge for taking Monthly Patient Statistics,▶ Assisting for department Staffs (Doctors,Radiographers, Nurses and Receptionists)▶ To answer staff/Patient or phone queries▶ To coordinate the maintenance and repair of the office equipment▶ To maintain general cleanliness of the department▶ Perform to ensure effective and efficient running of the department, Such as : Monthly Stock take, Consumable ordering▶ To obtain signatures From Managers/any other respective officials▶ etc...

Job Title:	Fire Safety Technician
Company Name:	Modern Fire and security Systems
Location:	Edappally, Cochin, Kerala, India
Date From and To:	10 th November 2010 to 5 th December 2015.
Contact Details:	0091-9895778011
Responsibilities:	<ul style="list-style-type: none">▶ Testing and maintenance of the fire protection system and equipments such as : Fire Hydrant system, Sprinkler system, Fire Alarm system, Fire Extinguishers etc...▶ Install and maintain all materials associated with fire alarm, sprinkler systems and fire hydrants.▶ Servicing and Refilling of Portable Fire Extinguishers (DCP Fire extinguishers, CO2 Fire extinguishers, Water type Fire extinguishers, Foam Fire extinguishers) and CO2 Cartridges.▶ Maintain all tools and equipment in working order and keep an inventory of same.▶ Responsible for answer phone queries in office▶ Document controll▶ Financial / Bank Dealings▶ etc...

Personal Details

Name:	SUDHEESH EDASSERY
Father's Name:	Chandran E
Age:	30
Date of Birth:	31-August-1989
Gender:	Male
Marital Status	Single
Religion	Hindu
Nationality	Indian
Hobbies	Writing, Reading, Social Work
Languages Known:	English, Malayalam

Personal Contact Details

E Mail ID	sudheeshedassery@gmail.com
Mobile No	00917593991907

Passport Details

Passport No	J 2730281
Date of issue	08/09/2010
Date of Expiry	07/09/2020

Reference

Ms.Jayshree Maistry Chief Radiographer NMC Royal Hospital Khalifa city, Abudhabi Ph: 00971-554665076 jayshree.maistry@nmc.ae	Mr. Nazar.M.M Manager Modern Fire and security Systems Edappally, Cochin Ph:0091-9895778011 modern.fire@yahoo.com
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I hereby declare that the above mentioned information is true to the best of my knowledge and belief.

SUDHEESH EDASSERY.