



PERSONAL PROFILE

Date of Birth : 16/11/1989
Gender : male
Nationality : India
Marital Status : Married

PASSPORT DETAILS

Visa status : Employment Visa

LANGUAGES KNOWN

ENGLISH
HINDI
TELANGANA

PERSONAL SKILLS

- Energetic
- Decision Making
- Communication
- Active Listener
- Flexible
- Problem Solving Ability
- Critical thinking
- Team Works

MAHESH KACHULA

Dubai – UAE

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PROFILE

To seek challenging career with a dynamic organization that offer the opportunities knowledge and abilities to explore and grow and enabling me to contribute positively towards the organization Profitability goals and objectives

ACADEMIC QUALIFICATION

- Higher Secondary School

WORK EXPERIENCE

Company : YOUSUF YOUSUF TECHNOLOGIES CO. UAE
Position : Office Assistant
Duration : 2023 till to date

Company : SAMBA RAYA MALLYA CLEANING SERVICES UAE
Position : Computer Operator
Duration : 2015 – 2017

Responsibilities:

- ✓ Overseeing clerical tasks, such as sorting and sending mail
- ✓ Keeping an inventory of office supplies and ordering new materials as needed
- ✓ Maintaining files
- ✓ Welcoming visitors to your office
- ✓ Answering phone calls
- ✓ Taking and delivering messages
- ✓ Ensuring the office runs smoothly
- ✓ Scheduling meetings and sending meeting invites to attendees
- ✓ Organize office and assist associates in ways that optimize procedures
- ✓ Sort and distribute communications in a timely manner
- ✓ Create and update records ensuring accuracy and validity of information
- ✓ Schedule and plan meetings and appointments
- ✓ Monitor level of supplies and handle shortages
- ✓ Resolve office-related malfunctions and respond to requests or issues
- ✓ Coordinate with other departments to ensure compliance with established policies
- ✓ Maintain trusting relationships with suppliers, customers and colleagues
- ✓ Perform receptionist duties when needed

DECLARATION

I hereby declare that the above stated information is true to the best of my knowledge and belief.

MAHESH KACHULA