# SHIMESH VALLAMTHOD **ADMINISTRATIVE** ASSISTANT / DOCUMENT CONTROLLER **PROFILE CONTACT ABOUT ME - SUMMARY (**+971)1558717243 I am an enthusiastic, self-motivated, reliable, responsible and hard working person. simeshs@gmail.com PREVIOUS / PRESENT COMPANY **Q** Dubai **CDM Smith Inc 9711558717243 AGE | DATE OF BIRTH** 39 Years Old | 1986-03-05 LANGUAGE **NATIONALITY ✓** English ✓ Hindi India ✓ Malayalam **CURRENT LOCATION JOB TYPES United Arab Emirates** Full time LOOKING FOR JOB LOCATION

# **VISA STATUS**

Visit Visa

## **EXPECTED SALARY**

5500 - 6000 AED

All in United Arab Emirates

# WORK EXPERIENCE

Experience (10-20 year +)

## **EDUCATION LEVEL**

**Bachelors Degree** 

# JOB CAREER LEVEL

HUMAN RESOURCES / OFFICE / ADMIN AND FINANCIAL MANAGER / OFFICE ADMINISTRATOR / DOCUMENT CONTROLLER / PROCUREMENT OFFICER

#### **INTEREST & HOBBIES**

