



# JABER JAFAR

## Office Admin

### Career Objective

To obtain employment with your organization as an administrative professional using my skills and technical knowledge and provide administrative support with planning and communicating that will be utilized towards continuous growth and advancement along with the company.

### Contact

✉ jabirjafarj@gmail.com

☎ +91 80753 70815 +973 3666 7464 (optional)

📍 Window House;  
Exchange Road, Kadakkal P.O  
Kollam- 691536 Kerala

### Personal Information

Passport Number : U6626669  
DOB : 02.December.1995  
Gender : Male  
Marital Status : Unmarried  
Nationality : Indian

### Languages:

	English	Malayalam	Tamil	Arabic	Hindi
Oral	✓	✓	✓		
Written	✓	✓		✓	✓

### Soft Skills

- Highly organized
- Strong attention to detail
- Keen Observation
- Decision Making and Planning
- Friendly and pleasant
- Multi -Tasking
- Leadership and Team Player

### Declaration

I, Jaber Jafar, hereby declare that the above mentioned details related to me are true to the best of my knowledge and belief. In case any information given proves to be false, I shall be responsible for the consequences.

Place: KOLLAM

### Professional Experience

- **Video Editor**  
Big Learning Edu Tech Private Limited,  
Adoor, Kerala (August 2021- October 2023).
- **Hostel Administrator**  
Grace International School,  
Kollam, Kerala (June 2022- January 2023).
- **Office Admin cum Accountant**  
Private Welfare Organizaiston, Kollam.Kerala  
(August 2017- April 2022).
- **Poster and Video creation**  
as Freelancer.

### Education Background

- **Diploma in Tourism & Travel (2021)**  
IDE Madras University, Tamil Nadu
- **BS.c Physics (Completed) 2017**  
Wadihuda Institute of Research & Advanced Studies  
Kannur University, Kerala
- **Higher Secondary (2014)**  
C.P.H.S.S Kollam, Kerala.  
Kerala Higher Secondary Board
- **S.S.L.C (2012)**  
Shanthinikethan International School, Kollam, Kerala.  
C.B.S.E Board

### Hard Skills

- Typing speed 60 wpm.
- Proficiency in MS Word and Excel(6+ years),  
Adobe Photoshop, Techsmith Camtasia.
- Poster and Video desiging.
- Proficiency in use of computers and  
standard application softwares.
- Maintaining daily database and records.
- Excellent English writing and communication skills.
- Customer Service Skills

JABER JAFAR