



Deepak Bannur

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CAREER SUMMARY

Working in Binsuloom Technical services LLC, Dubai UAE as an administrative officer **09 Year Experience** from 1th July 2013 to till date.

SKILLS AND STRENGTHS

- Tally ERP9
- Autocad-2D& 3D
- Microsoft Spreadsheet
- Microsoft Word
- **UAE Driving License**

PROFESSIONAL ACCOMPLISHMENTS

- Provides administrative support to ensure efficient operation of office.
- Answers phone calls, schedules meetings and supports visitors.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Organizing office equipment and inventory
- Responsible for the preparation of Purchase orders and sales orders.
- Maintain polite and professional communication via phone, e-mail, and mail
- Update office policies as needed

WORK HISTORY

Administrative officer

2013/2022

Binsuloom technical services llc

Al Qusais Ind-1

Dubai, UAE

EDUCATION

Bachelor in Mangalore University, Karnataka, India

Higher Secondary Education, Government Pre-University College, Karnataka, India