



FATHIMA H. ABU

POST APPLIED FOR : OFFICE ASSISTANT

OBJECTIVE

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organizational goals, in the long term, I aim to make a sound position in corporate world and work enthusiastically in team to achieve goal of the organization with devotion and hard work.

PERSONAL INFO

Location

Dubai – United Arab Emirates

Phone

+971 55 50 73 749 / +971 56 93 36 305

E-mail

shafeekpalathara@gmail.com

Date of Birth

08/11/1997

Nationality

Indian

Passport No

N 9879150

Visa Status

Visit Visa

LANGUAGES KNOWN

ENGLISH ■ ■ ■ ■ ■

HINDI ■ ■ ■ ■ ■

MALAYALAM ■ ■ ■ ■ ■

TAMIL ■ ■ ■ ■ ■

EDUCATION

- Plus Two
- D Pharm

WORK EXPERIENCE

❖ 2 Years Experience as
“OFFICE ASSISTANT” In Kollam, Kerala – India

Duties & Responsibilities:

- Having an up-to-date data audit/map
- Adopting and implementing comprehensive data protection policies and procedures
- Taking a by design and default approach
- The appointment of a data protection officer to oversee this process
- Having clear ways in which individuals can exercise their rights
- Having contracts with those that process data on your behalf or jointly to make sure the obligations are clear
- Carrying out privacy/data protection impact assessments
- Keeping records of processing activities
- Implementing assessment and evaluation procedures to review and update these measures

SKILLS

- Good understanding of data controlling principles and processes.
- Ability to implement written instructions and cooperate with others.
- Having Knowledge on MS Excel, Power point, MS Word, & Office Management.
- Excellent communication and data entry skills.

DECLARATION

I hereby certify that the above information are true and correct according to the best of my knowledge & my experience. Early awaiting a positive response.

FATHIMA H.ABU