**CURRICULAM VITAE**



**SAJEEB**

**SAJEEB.12@2freemail.com**

**Career / Placement:**

Executive Secretary, Document Controller, Administrative Assistant.

**Objectives:**

Seeking a career in any Service with willingness to take challenges and responsibilities. To associate with a progressive organisation that gives me scope to apply my knowledge and skills along with hard work and patience, and to be involved as part of a team that works sincerely towards growth of the establishment.

**Qualification Summary:**

* Bachelor of Commerce - Kerala University 1995-1998
* Pre-Degree Kerala – University 1992-1994
* Secondary School Leaving Certificate

**Computer Knowledge:**

* Fundamentals of computers, MS Doss, MS Windows.
* Assembling and Trouble shooting.
* Office XP and Photo Shop.

**Career Highlights & Strengths:**

* Hard working, Team player and ability to work under pressure
* Compete the work assigned on scheduled time
* Analytical Ability and Problem Solving skills
* Energetic, qualified , innovative & Ready to Relocate
* Great written and oral communication ability in all ways

**Professional Experience:**

**September 2006 to March 2008**

I have worked as an **Assistant Administrator**

* Supervise office staff and the Accounts section. This includes review of invoice postings, work evaluation, decision-making and training.
* Payment processing thru Integrated Account Opening System.
	+ Initiate payment proposal.
	+ Review payment proposal.
	+ Prepare documents for opening an account.
	+ Upload payment document from Branch to Head Office.
	+ Download cheque numbers from payments made.
	+ Review cheque requests.
	+ Review business cheques.

**December January 2004 to September 2006**

I have worked as an **Executive secretary / Assistant** **Accountant** in **Shifa Al Khobar Poly Clinic**, Al Khobar (**Saudi Arabia)**

* Prepare all office documents and forward the concerned
* Handling the office equipments

**January 2000 to September 2004**

**Company Profile**: HDFC Bank is one of the best banks in the private sector. It has more than 100 branches across India and does more business than any other private Bank in **India.**

**Personal Details:**

Date of birth : 15 May 1976

 Nationality : Indian

 Sex : Male

 Marital Status : Married

 Religion : Muslim

 Driving Licence : Holding an Indian Light Vehicle driving licence

 **Visa Status : Visit**

**Languages Known:**

English, Hindi, Malayalam and Tamil (Able to read, write and speak)

In the view of the above, I concede that I Posses necessary energy and seal in addition to my qualification and experience to meet your expectation in the event of my selection.

I assure you that I will carry out all responsibilities assigned to me with complete Sincerity.