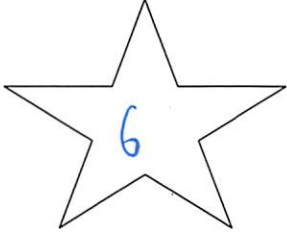
 <b>Gulfjobseeker.com</b> <i>Helping you to search best jobs &amp; talent since 2002!</i> <b>APPLICATION FORM - NEW REGISTRATION</b>  <b>NOVEMBER-2014</b>		Profile Score 		
Recent Photograph		Date <u>17/11/2014</u>	CV No <u>71496</u>			
Profession / Specialty		<u>Accounts &amp; Admin</u>				
Industry / Projects		<u>Construction</u>				
Nationality	<u>INDIAN</u>	Place of Birth / City of Origin	<u>South India, India</u>			
Gender	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Separated			
Religion	<u>ISLAM</u>	Birth date (DD-MON-YEAR)	<u>01/06/1984</u>			
Languages	Mother Tongue - <u>TAMIL</u>	Other Languages, <u>ENGLISH, HINDI &amp; ARABIC</u>				
Qualification	<u>M.COM - COMMERCE</u>					
Gulf Experience	<u>02</u> Years <u>05</u> Months	Total Experience	<u>07</u> Years <u>11</u> Months			
Gulf Driving License	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Do you have own car?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Visa Validity Date	<u>D 28 M 12 Y 2014</u>	Visa Status	<input checked="" type="checkbox"/> Visit <input type="checkbox"/> Employment <input type="checkbox"/> Student <input type="checkbox"/> Dependent			
Employment Status	<input checked="" type="checkbox"/> Employed back in Home Country <input type="checkbox"/> Employed in Gulf <input type="checkbox"/> Job Less-Unemployed					
Last Salary Drawn	<u>SAR</u>	<u>4000/-</u>	Last Salary Verified	<input type="checkbox"/> Offer Letter	<input type="checkbox"/> Contract	
Expected Salary	<u>DHS</u>	<u>7500/-</u>	<input type="checkbox"/> Salary Increment Letter	<input type="checkbox"/> Pay Slip	<input type="checkbox"/> Statement	
How much notice period you will need to join new position? <input type="checkbox"/> Can Join Immediate <input type="checkbox"/> 1 Week <input checked="" type="checkbox"/> 1 Month <input type="checkbox"/>						
Do you have any kind of health condition which can hamper you to perform your duties? <input checked="" type="checkbox"/> Fit to work <input type="checkbox"/> Yes						
Do you have any kind of outstanding loans / finance / credit card facilities to repay? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes						
Do you have any kind of civil or criminal cases pending against you in any courts? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes						
What is the reason for your Job Search? <u>To work Dubai, to develop my knowledge</u>						
How many jobs you have applied so far? <u>05</u>		How many interview calls you have received so far? <u>03</u>				
What is your talent? Describe in detail, <u>Exceptional team-building skills, ability to solve strong problems, diagnosis &amp; coordinate resolution</u>						
PCL Certificate	Gulf Experience	<u>1</u>	High Academic Scores - Mark Sheet	<u>1</u>	Worked 2+ yrs with employer	<u>1</u>
Fitness Certificate	Gulf / Intl Driving License	<u>1</u>	Post Graduate & Above Education	<u>1</u>	Promoted in Previous Job	
IT Literacy	Arabic Proficiency	<u>1</u>	On Job Training Certificates		Awards or Appreciation	
			IELTS Proficiency		Experience Verified	
Bonus Score	+ Gulf Score	<u>2</u>	+ Education Score	<u>2</u>	+ Experience Score	<u>1</u>
Based on documents verified by our HR Assistants the candidate has achieved total score points of					= Total Score	<u>5</u>



.....  
*Dist India*  
.....  
**Mobile #** .....

**Email Id:** .....

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**CAREER OBJECTIVE:**

A position to constantly learn, contribute and grow along with the organization, my total personality to become a better individual having a good social relationships and to further uplift my lives.

**Personality Traits:**

1. *Administering Microsoft platforms*
2. *Adapt at juggling multiple tasks in a high-pressured environment.*
3. *Solid communicator*
4. *Exceptional team-building skills.*
5. *Strong as a trainer*
6. *Strong problem solver with the ability to provide primary problem diagnosis and coordinate resolution.*

**PERSONAL DATA**

Age : 30 Years old  
Date of Birth : 01<sup>st</sup> June 1984  
Gender : Male  
Civil Status : Married  
Children : One Son  
Nationality : Indian  
Religion : Islam  
Language Spoken : Tamil, English, Hindi & Arabic.

## Brief history of Experience

### Work Experiences

{Aboard – 02 Yrs & 05 Months & Home Country – 05 Yrs & 06 Months}

Company :   
 Position : Senior Secretary (Admin Dept),   
 Duration : 28<sup>th</sup> April 2012 to 29<sup>th</sup> September 2014,   
 Location :   
 Department : Administration.

### Duties & Responsibilities :

1. Accounts settlement to Employees,
2. Overtime checking for all employees,
3. Preparing statement for expenses details for administration dept,
4. Preparing Journal Voucher for diesel issue & Vehicle expenses,
5. Updating the details of Employees as per contract,
6. Making Contract to New Employees,
7. All Employees Correspondences & Documents filling,
8. Approving the Vacation Request as per Contract Details,
9. Checking the details of Employee Vacation,
10. Updating the Employee Exit and Re entry Details,
11. Issuing Employee Increase Proposal to Concern Dept Heads,
12. Releasing Increment Papers to Employees,
13. Monitoring the Employees Details,
14. Scanning the Iqama details,
15. Issuing Diesel and Petrol to Company Vehicles,
16. Preparing Monthly diesel issue reports,
17. Verifying the Company Vehicles Expenses,
18. Preparing Monthly Vehicles expenses reports.

Company : Renaatus Projects (P) Ltd – Erode - India,   
 Position : Project Accountant & Admin Officer,   
 Duration : 04th April 2011 to 08th January 2012,   
 Location : N.G.Palayam – Post, Erode, India   
 Department : Project Accounts.

**Duties & Responsibilities :**

1. Handling petty cash.
2. Make payment for Labours, Sub contractors & Hire charges (Machinery & others).
3. Compression with Daily Labour report and its Out turn.
4. Supplier Bill Passing with Purchase Order,
5. Bulk Material – Bill Passing with Purchase Order,
6. Machinery Hire charges Booking,
7. Weekly Once labour Payment.
8. Weekly budget for Site payment and others.

Company : **URC Construction (P) Ltd – Erode - India,**  
Position : Project Senior Executive Accountant,  
Duration : 06<sup>th</sup> July 2006 to 09<sup>th</sup> February 2011,  
Location : Thindal – Post, Erode, India,  
Department : Project Accounts.

**Duties & Responsibilities :**

1. Maintained – Client Payment Details (Debtors), Sub contractor Bills & Payment details with Taxes.
2. Maintained – All over company site labours advance & Status details.
3. Handling petty cash.
4. Make payment for Labours, Sub contractors & Hire charges (Machinery & others).
5. Compression with Daily Labour report and its Out turn.
6. Supplier Bill Passing with Purchase Order,
7. Bulk Material – Bill Passing with Purchase Order,
8. Machinery Hire charges Booking,
9. Weekly Once labour Payment.

**Projects Details :**

Project Name : **Shiva Textiles (P) Ltd, Coimbatore - India,**  
Sub Contractor : Shankar & Associates, Coimbatore,  
Value of Project : RS.40 Crores,  
Location : Karanampettai – Post, Coimbatore, India  
Duration : 12 Months. (2006 – 2007)

**Project Name** : *Southern Railway Projects - India,*  
**Sub Contractor** : *Southern Railway (Govt of India) – Trichy Division,,*  
**Value of Project** : *RS.95 Crores,*  
**Location** : *Mayavaram to Thriuvavur – Track Conversion – 25 Kms*  
**Duration** : *20 Months. (2007 – 2009)*

**Project Name** : *Pondicherry University Projects - India,*  
**Sub Contractor** : *RITIES Projects – Under Govt Undertaking – New Delhi,*  
**Value of Project** : *RS.90 Crores,*  
**Location** : *Pondicherry University Campus,*  
**Duration** : *24 Months. (2009 – 2011)*

**Project Name** : *Neyveli Lignite Corporation- India,*  
**Sub Contractor** : *Neyveli Lignite Corporation – Under Govt Undertaking – New Delhi,*  
**Value of Project** : *RS.32 Crores,*  
**Location** : *Neyveli Lignite Corporation Campus,*  
**Duration** : *12 Months. (2011 – 2012)*

**Educational Background:**

**Master Degree :** *Madurai Kamarajar University,*  
*Madurai – South India*  
*Master of Commerce (M.Com)*  
*Academic Year: June 2004 to April 2006,*  
*Grade: 1<sup>st</sup> Class. (71%).*

**Bachelor Degree :** *Madurai Kamarajar University,*  
*Madurai – South India,*  
*Bachelor of Commerce (B.Com),*  
*Academic Year: June 2001 to April 2006,*  
*Grade: 01<sup>st</sup> Class. (63%).*

