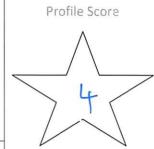




# APPLICATION FORM - NEW REGISTRATION



## NOVEMBER-2014

Recent Photograph	Date 20	11/2014	CV NO 10066 8			
Profession/Specialty HR Executive						
Industry/Projects Human Resource.						
Nationality	Indian		Place of Birth / City of Origin			
Gender	Male - Fema	ale	Marital Status		✓ Single □ Married □ Separated	
Religion	Hindu		Birth date ( DD-MON-YEAR)	19 - Mau	19 - May - 1986.	
Languages	Mother Tongue Teluga		Other Languages Hindi, English			
Qualification +2 (Intermidiate)						
Gulf Experience	O Years	O Months	Total Experience	5 Years S Months		
Gulf Driving License	□ Yes ♥ No		Do you have own car?	□ Yes □ No	□ Yes □ No	
Visa Validity Date	D10 M 12	Y 2014	Visa Status ✓Visit □ Empl	loyment 🗆 Student	□ Dependent	
Employment Status	□ Employed bac	□ Employed back in Home Country □ Employed in Gulf □ Job Less-Unemployed				
Last Salary Drawn	1500	ULD	Last Salary Verified	□ Offer Letter	Contract	
Expected Salary	4000-500	AED	Salary Increment Letter	□ Pay Slip	Statement	
How much notice period you will need to join new position? Can Join Immediate 🗆 1 Week 🗆 1 Month 🗆						
Do you have any kind of health condition which can hamper you to perform your duties? Fit to work   Yes						
Do you have any kind of outstanding loans / finance / credit card facilities to repay? '  No  Yes						
Do you have any kind of civil or criminal cases pending against you in any courts? ✓ No □ Yes						
What is the reason for your Job Search? I have earn money and support to my family.						
How many jobs you have applied so far? — How many interview calls you have received so far? —						
What is your talent? Describe in detail.						
- I have 5 grans experience in various field like a customor						
Service Administration and Admin Asst. from HR Dept.						
PCL Certificate	Gulf Experience	High	Academic Scores - Mark Sheet	Worked 2+ yrs with employer		
Fitness Certificate	Gulf / Intl Driving Lie	ense Post	Graduate & Above Education	Promoted in Previ	Promoted in Previous Job	
IT Literacy	Arabic Proficiency	On J	ob Training Certificates	Awards or Appreciation		
		IELTS	S Proficiency	Experience Verified		
Bonus Score	+ Gulf Score	+ Ed	ucation Score	+ Experience Sco	+ Experience Score	
Based on documents verified by our HR Assistants the candidate has achieved total score points of				= Total Score	= Total Score 4	

#### Objective

I.

To secure a challenging position and to commit my skills, abilities and knowledge to achieve the target of the organization leading towards organizational & personal growth.

#### **WORK EXPERIENCE 5 YEARS**

## **Employment History**

Job Description:

- Highly skilled in greeting customers and answering phone calls
- · Maintain the customer orders and delivery on time
- Take the customer custom orders and send it to relative departments
- Generate the invoices as per the order.
- Maintain all stocks and update our database
- E-mail trafficking
- Need to be maintaining daily wise stock short order and send to our purchasing department.
- II. Worked in Afghanistan (Bagram Air Base) as an ADMINISTRATIVE ASSISTANT in ALLIANCE PROJECT SERVICES (Sub Contract) for the Period 12-Apr-2010 to 02-Nov-2011

# Job Description:

- Maintain the HCN (Host country nationality) Employees Time sheets daily wise and also TCN's (Third country nationality).
- Generated the Pay slips of employee's.
- All employees' information keeps with in our data base.
- Maintain the employee's Base Badges Renewals.
- Maintain the HCN (Host Country national) employees' payroll distribution and PPE (Personal protective equipment).

- Maintain the Employee's medicals and Vaccinations.
- E-mail Trafficking.
- Online e-tickets booking.
- Maintain the employee's daily wise Roster List and send it to all relative departments.

III Worked with Next Step General Trading (Garment & Textile Division) in INTERHOME, India as a Storekeeper for the period Dec 2008 to Oct 2009.

#### Job Description:

- Takes care of the company's showroom.
- Clarify product availabilities and delivery time of orders
- Work outside such as meeting for clients to introduce new and latest design
- Follow up and assists orders if delayed
- Receiving the items each by counting
- Delivery as same purchase order date following.

#### **Educational Qualification**

- Bachelor's Degree in Science (Kakatiya University)
- +2 (Intermediate) from board of intermediate
- S.S.C (Secondary School Certificate)

## **Computer Application:**

- MS-Office, Internet Savvy
- Hands on experience in troubleshooting with Operating system & MS-Office

#### **Strengths:**

- Good Public Relations.
- Good Communication Skill.
- Good interpersonal Skills.
- Steadiness in handling pressure

# **Personal Details**

Date of Birth : 26-05-1986

Languages known : English, Hindi and Telugu

Marital Status : Single

Nationality : Indian

Blood Type : O+

Passport No :

Expire Date : בי ישו בישור.

I hereby declare that the above details are true as per my best of knowledge