

		 <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	20/11/2014	CV No	100668
Profession / Specialty		HR Executive			
Industry / Projects		Human Resource			
Nationality	Indian	Place of Birth / City of Origin	Indian		
Gender	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated		
Religion	Hindu	Birth date ( DD-MON-YEAR)	19-May-1986		
Languages	Mother Tongue Telugu	Other Languages	Hindi, English		
Qualification	+2 (Intermediate)				
Gulf Experience	0 Years 0 Months	Total Experience	5 Years 3 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	D 10 M 12 Y 2014	Visa Status	<input checked="" type="checkbox"/> Visit <input type="checkbox"/> Employment <input type="checkbox"/> Student <input type="checkbox"/> Dependent		
Employment Status	<input type="checkbox"/> Employed back in Home Country <input type="checkbox"/> Employed in Gulf <input type="checkbox"/> Job Less-Unemployed				
Last Salary Drawn	1500 USD	Last Salary Verified	<input type="checkbox"/> Offer Letter <input type="checkbox"/> Contract		
Expected Salary	4000-5000 AED	<input checked="" 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 checked="" type="checkbox"/> Can Join Immediate <input type="checkbox"/> 1 Week <input 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 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? I have earn money and support to my family.					
How many jobs you have applied so far? 5			How many interview calls you have received so far? -		
What is your talent? Describe in detail. - I have 5 years experience in various field like a customer Service Administration and Admin Asst. from HR Dept.					
PCL Certificate		Gulf Experience		High Academic Scores - Mark Sheet	Worked 2+ yrs with employer 1
Fitness Certificate		Gulf / Intl Driving License		Post Graduate & Above Education	Promoted in Previous Job
IT Literacy	1	Arabic Proficiency		On Job Training Certificates	Awards or Appreciation 1
				IELTS Proficiency	Experience Verified
Bonus Score	1	+ Gulf Score		+ Education Score	+ Experience Score 2
Based on documents verified by our HR Assistants the candidate has achieved total score points of					= Total Score 4

E-mail:

Mobile no:

### **Objective**

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**

I.

##### 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** : 27 Jul 2027.

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