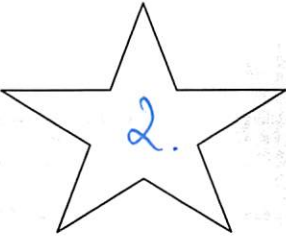
 Gulfjobseeker.com <i>Helping you to search best jobs & talent since 2002!</i>		Profile Score 	
	APPLICATION FORM - NEW REGISTRATION NOVEMBER-2014			
	Date <u>26 / 11 / 2014</u>	CV No <u>103026</u>		
Profession / Specialty	<u>Team leader.</u>			
Industry / Projects	<u>Energy-saving Based on RF communication.</u>			
Nationality	<u>Indian</u>	Place of Birth / City of Origin	<u>Vellore.</u>	
Gender	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	Marital Status	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated	
Religion	<u>Islam</u>	Birth date (DD-MON-YEAR)	<u>6/9/1991</u>	
Languages	Mother Tongue <u>urdu</u>	Other Languages	<u>Hindi, Tamil</u>	
Qualification	<u>Diploma in 'EFF'</u>			
Gulf Experience	<u>0</u> Years <u>0</u> Months	Total Experience	<u>1</u> Years <u>5</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 17 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 type="checkbox"/> Employed back in Home Country <input type="checkbox"/> Employed in Gulf <input type="checkbox"/> Job Less-Unemployed			
Last Salary Drawn	<u>Rupees</u>	<u>10000 Rupees</u>	Last Salary Verified	<input type="checkbox"/> Offer Letter <input checked="" type="checkbox"/> Contract
Expected Salary	<u>DKM</u>	<u>4000 AED</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 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 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 gain U.A.E Experience and to build career</u>				
How many jobs you have applied so far? <u>15-20</u>		How many interview calls you have received so far? <u>10-15</u>		
What is your talent? Describe in detail. <u>I am talented in handling in all documents related and to do a medical billing, and I am very intrested to do a work with a team and to be a good communcated with people.</u>				
PCL Certificate	Gulf Experience	High Academic Scores - Mark Sheet	<u>1</u>	Worked 2+ yrs with employer
Fitness Certificate	Gulf / Intl Driving License	Post Graduate & Above Education		Promoted in Previous Job
IT Literacy	Arabic Proficiency	On Job Training Certificates		Awards or Appreciation
		IELTS Proficiency		Experience Verified
Bonus Score	<u>1</u>	+ Gulf Score		+ Experience Score
Based on documents verified by our HR Assistants the candidate has achleved total score points of				= Total Score
				<u>2</u>

To Interview this candidate please contact Gulfjobseeker.com Office Phone No 04-3970978

RESUME



CAREER OBJECTIVE

To become a successful professional in your organization by utilizing my skills and ability with a strong desire to undertake challenging jobs and work with the team to achieve goals.

ACADEMIC QUALIFICATION

- Diploma in E.E.E/ **Electrical & Electronics Engineering** in the year of 2011 at Ranipettai Institute of Technology in Vellore District (Tamil Nadu) India
- Matriculation passed (English Medium) in the year of 2008 at K.H Matriculation Higher Secondary School in Vellore District, (Tamil Nadu) India.

PROJECT WORK

Energy-Savings Room Architecture Based on RF Communication research project in Chennai (Tamil Nadu) - India

WORK EXPERIENCE

Since June 2012-Aug 2013, working as an **Admin Executive** as well as **Team Co-Ordinator** in _____ : (Tamil Nadu) India





ROLE & RESPONSIBILITY

- ❖ Handling all documents related to medical billings and etc.,
- ❖ Responsible for maintaining & updating of all records, reports and invoices on excel sheets.
- ❖ Greet public in person and over the telephonic conversation & by e "mails.
- ❖ Interface with the customers and clarifying their doubts on issued bills regarding.,
- ❖ Completing the given task / responsibility and reporting to HR on time.

SPECIAL QUALIFICATION

- Diploma in **Electrical Cad** (Courses Combined in: **Auto CAD-2D, P.P.M Concept & Prima-Vera**) in the Year of 2013 at Cad Centre, Chennai, Tamil Nadu, India.

TECHNICAL SKILLS

-  Computer SOFTWARE
-  Microsoft Office Proficiency.
-  AutoCAD 2D-2013.
-  Excel Spreadsheets.

PERSONALITY STRENGTHS

- A high degree of self-motivation and drive with excellent communication and influencing skills.
- Demonstrated ability to create client loyalty and best relationship with the capacity of flourish in a competitive environment.
- A Confident and determined approach & resilience and the ability to cope with rejection.
- Ability to work in a team and constant focus on team goals & to take up challenging tasks with optimism

ACHIEVEMENTS

- 1) Participated & Winner in many physical games like Cricket, Running Race, Kabbadi etc.
- 2) Participated and won prizes & medals in various Academic and cultural events in school.
- 3) Participated in “**Sales Effectiveness Workshop**” Conduct by “**Oriflamme**”.

PERSONAL DETAILS

Nationality	: Indian
Date of Birth	: 06/09/1991
Religion	: Islam
Language known	: English, Urdu, Tamil& Hindi (to speak, read & write).
Gender & Marital Status	: Female / Unmarried.
Passport Details	: Issued at Chennai
Driving License	: Valid Indian D/License, LMV

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VISA STATUS : Visit Visa ()

DECLARATION

I hereby declare that the above mentioned information's are true to best of my knowledge.