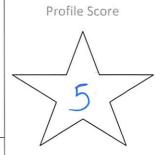




APPLICATION FORM - NEW REGISTRATION



NOVEMBER-2014

Recent Photograph		Date 15-	NOV-201	4	CV No t1 68881	4		7	
Profession / Specia	alty A	Iminis trah	ive Autilo	mt 1	Clerk Tr. Accour	A.		20	
Industry / Projects					ment L'L'C				
Nationality ZWODAN				ace of Birth / City of Origi	in In	INDIA - Hyderobod CAF			
Gender		Male - Female			arital Status	√Sir	✓Single □ Married □ Separated		
Religion		Muslim			rth date (DD-MON-YEAR)	30	30-06-1984		
Languages		Mother Tongue Urdu			Other Languages English, Hindi, Telugu.				
Qualification		Bicom (Computer 8	E C	mmerce)		'		
Gulf Experience		2 Years O Months			otal Experience	***************************************	· 7 Years O Months		
Gulf Driving Licens	е 🖂	□ Yes ♥No			o you have own car?	□ Ye	□ Yes •No		
Visa Validity Date	D	D30 M II Y 2014 Visa Status Wisit - Employment - Student - Dependent							nt
Employment Statu	s DE	mployed back	in Home Cou	ntry	□ Employed in Gu	lf .	ob Less-U	Inemployed	
Last Salary Drawn	Cur	Curre Auto 12000		La	Last Salary Verified		□ Offer Letter □ Contract		
Expected Salary		AED!	V5000	. C	Salary Increment Letter	□ Pay	/ Slip	Statement	
How much notice	period you	ı will need to j	oin new positi	on? 🔻	Can Join Immediate	1 Week	□ 1 Month □	1 wee	K
Do you have any k	ind of heal	Ith condition v	which can ham	per yo	ou to perform your dutie	es? Fit	to work 🗆 Ye	es fit to w	ook
Do you have any k	ind of outs	standing loans	/ finance / cre	edit ca	rd facilities to repay? 🗸	No o Y	es \	0.1	
Do you have any ki	ind of civil	or criminal ca	ises pending a	gainst	you in any courts? 🔊 N	o 🗆 Yes	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	, 0	**********
What is the reason	for your J	ob Search? (n gu word	ny Co	arrier ou a Reco	witer/	Jeom Les	ader.	
How many jobs yo	u have app	olied so far?	5		How many interview ca	alls you h	ave received	so far?	3
What is your talen	t? Describ	e in detail. 🕤	Can Main	rein	Office Premise &	OPJa	tion of en	mployeu.	Time
Stocks, Mepa	show of	Payrons	9mioice	nnot	ing almos only	ove al	avise m	inicy and	- La
Journaly BOOK K	ealing, bi	EL ALC, Be	lone shed	Jates	rave hon vala Re	M. E	ty cesh n	man Laigh	PRO
PCL Certificate		f Experience			demic Scores - Mark Sheet		rked 2+ yrs with		1
Fitness Certificate	Gul	Gulf / Intl Driving License Post		ost Gra	Graduate & Above Education		Promoted in Previous Job		
IT Literacy	·) Ara	bic Proficiency	C	n Job T	raining Certificates	Awa	ards or Apprecia	tion	
			11	ELTS Pro	ficiency	Ехр	erience Verified		
Bonus Score	1 + G	ulf Score	1 +	Educat	ion Score	2 +E	+ Experience Score		1.
						1	otal Score		

CURRICULUM VITAE

Email:



Post Applied For: HR Administrative Assistant / Office Clerk

Objective :-

To obtain a full time challenging position in a growth minded, and positive company that offers a progressive future and rewards hard work. Also this allows utilization of my skills and capabilities to greatest extent, there by accomplishing both the company and my personal goals.

Education:-

- ❖ B.com (Compurters) completed from S.V. University. Tirupati, A.P.
- Diploma in Financial Accounting from American Accounting School, Hyderabad.
- ❖ Diploma in Oralce Financails R12 from AADS Education, Hyderabad.
- ❖ Intermediate completed from Govt. Junior College for (Boys), Kadiri.
- Secondary School Education from MP High School, Kadiri, Ananatapur (Dist).

Experience :- (7+ Years)

Administrative Asst. / Document Controller (07-10-2012 - 30-12-2013)

Recruitment LLc. Abu Dhabi - UAE.

workers under Noukri sponsorship and supplies them to the establishments and companies in country based on their requirements. The principles is mobilize the workers based on short and long terms contract with need it clients.

- ♣ Jr. Data Analyst/Data Entry (2006-2007) WORDWORKS APEX ITES Pvt. Ltd. Hyderabd, India.

PROFESSIONAL SUMMARY

- Assisting Project Manager/In-charge in his day-to-day operations.
- > Preparation of tender documents, quotations, weekly reports, labour time sheets, and monthly invoices etc.,
- Maintained Day Book, Petty Cash Book, Ledgers, Sales and Purchase Books, Monthly Reports etc.,
- Understanding of principles and practices of association, planning, records management and general administration, Internal office correspondence.
- > Co-ordinate with Supplier / Site Storekeeper / Central Store to ensure the material delivery as per schedule.
- Assist Project Manager in arranging resources required for the project in coordination with Contracts Department 4105 VOVA 2:
- Handling of petty cash for site internal expenses.
- > Key in, check over, proofread and finalize letters, reports, statements, invoices, forms, presentations and further documents, from notes or Dictaphone, using computers
- Adoptable to any work environment.

Technical Skills:-

Windows/98/2000/XP2/2007. Operating Systems

Lower & Higher Typing skills

Application Packages MS-OFFICE (Word, Excel & Access) :

Tally, Wings & Quick book, Focus, Peachtree. Accounts Packages :

Personal Profile :-

Father Name

Date of Birth

Marital Status Single Indian Nationality : Muslim Religion

Visa Status Visit Visa. Expired on 30-Nov-2014

English, Hindi and Telugu Languages Known

Passport Number

Date of Issue

Date of Expiry

Place of Issue

Present Address

I do hereby declare that the above mentioned information is true, Complete and correct to the best of my knowledge and belief.

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Place:

Date: