
		 <b>Gulfjobseeker.com</b> Helping you to search best jobs & talent since 2002! <b>APPLICATION FORM - NEW REGISTRATION</b> <b>NOVEMBER-2014</b>		Profile Score 	
Recent Photograph		Date <b>15-NOV-2014</b>	CV No <b>1168884</b>		
Profession / Specialty		<b>Administrative Assistant / Clerk / Jr. Accountant</b>			
Industry / Projects		<b>NOUURIG AL-FURSAN Recruitment L.L.C</b>			
Nationality	<b>INDIAN</b>	Place of Birth / City of Origin		<b>INDIA - Hyderabad (AP)</b>	
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	<b>MUSLIM</b>	Birth date (DD-MON-YEAR)		<b>30-06-1984</b>	
Languages	Mother Tongue <b>Urdu</b>	Other Languages <b>English, Hindi, Telugu.</b>			
Qualification		<b>B.Com (Computer &amp; Commerce)</b>			
Gulf Experience	<b>2</b> Years <b>0</b> Months	Total Experience		<b>7</b> Years <b>0</b> 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	<b>D 30 M 11 Y 2014</b>	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 checked="" type="checkbox"/> Job Less-Unemployed				
Last Salary Drawn	Currency <b>AED</b> Value <b>2000</b>	Last Salary Verified		<input type="checkbox"/> Offer Letter	<input type="checkbox"/> Contract
Expected Salary	Currency <b>AED</b> Value <b>5000</b>	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"/> <b>1 week</b>					
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 <b>Fit to work</b>					
Do you have any kind of outstanding loans / finance / credit card facilities to repay? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <b>NO</b>					
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 <b>NO</b>					
What is the reason for your Job Search? <b>Grow up my Carrier as a Recruiter/Team Leader.</b>					
How many jobs you have applied so far? <b>5</b>			How many interview calls you have received so far? <b>3</b>		
What is your talent? Describe in detail. <b>I can maintain Office Premises, updation of Employee Time-Sheets, Preparation of Payroll, Invoice, making purchase orders, checking Invoicy, maintaining Journal, Book-keeping, P&amp;L A/c, Balance sheet Preparation, Liaison &amp; Coordination with Prospects, New Employee Leave &amp; Visa renewal, Staff, Track Updation, Petty Cash maintain.</b>					
PCL Certificate	Gulf Experience	<b>1</b>	High Academic Scores - Mark Sheet	<b>1</b>	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	<b>1</b>	Awards or Appreciation
			IELTS Proficiency		Experience Verified
Bonus Score	<b>1</b>	+ Gulf Score	<b>1</b>	+ Education Score	<b>2</b>
Based on documents verified by our HR Assistants the candidate has achieved total score points of					<b>= Total Score 5</b>

## CURRICULUM VITAE

Email: [info@hcc.com](mailto:info@hcc.com)



**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 (Computers) 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)  
i Recruitment LLc. Abu Dhabi - UAE.

...C is a company which recruits and brings the 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.

- ✦ Data Analyst (2007-2011) - WORDWORKS APEX ITES Pvt. Ltd. Hyderabad, India.
- ✦ Jr. Data Analyst/Data Entry (2006-2007) - WORDWORKS APEX ITES Pvt. Ltd. Hyderabad, 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 co-ordination with Contracts Department
- 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 :-**

Operating Systems	:	Windows/98/2000/XP2/2007.
Typing skills	:	Lower & Higher
Application Packages	:	MS-OFFICE (Word, Excel & Access)
Accounts Packages	:	Tally,Wings & Quick book,Focus,Peachtree.

## **Personal Profile :-**

Father Name	:	
Date of Birth	:	
Marital Status	:	Single
Nationality	:	Indian
Religion	:	Muslim
Visa Status	:	Visit Visa. Expired on 30-Nov-2014
Languages Known	:	English, Hindi and Telugu
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.

Place:

Date: