**CURRICULUM VITAE**



**Rashid**

[**Rashid.233126@2freemail.com**](mailto:Rashid.233126@2freemail.com)



|  |
| --- |
| **Career Objective** |

‘To advance professionally by receiving new challenges and higher responsibilities and to be an instrument in the growth of the organization having a poised work-life culture where I can apply my full potential in setting and achieving corporate goals and there by grow along with the organization’

|  |
| --- |
| **Academic Credentials** |

**Graduation**

B.B.A, Bachelor of Business Administration  **2004-2007**

University of Calicut.

|  |
| --- |
| **Work Experience** |

**Administrative Assistant March’12 to February’15**

**Worked as an administrative assistant for Rowan Drilling Companies Inc. (Saudi Arabia)**

# Job Profile

* **Maintaining crew documents ready for their rotation.**
* **Maintaining labor pool hands records like their availability, time entry, etc.**
* **Assist with the planning and co-ordination of recruitment process.**
* **Assist with conducting reference checks.**
* **Assist with all recruitment related administration issues.**
* **Ensure recruitment procedures are followed and in line with company policy.**
* **Perform the duties that are assigned or needed.**
* **To liaise and work closely with HR Administration with regards to all documents relating to successful candidates, including the relocation and personal files.**
* **Reporting to HR Manager.**

**INVENTORY OFFICER April ’10 to March’12**

Worked as an inventory officer for Techorbit trading LLC (Dubai, U A E)

# Job Profile

* Co-ordinate/perform designated materials management activities, including: Inventory Control; placing orders with vendors; Receiving incoming orders; Stocking, rotating, and maintaining inventory.
* Maintain database, records, census, and statistics.
* Perform related duties as needed or assigned.
* Ensure proper inventory levels and controls.
* Reporting to the Finance Manager.

**SALES CONSULTANT June’08 to June’09**

Worked as sales consultant for PVS FORD (Kannur, India)

# Job Profile

* Conducting sales promotions activities.
* Meeting daily, weekly and monthly targets for the channel.
* Meeting the customer complaints and queries.
* Direct marketing of FORD Automobiles.
* Responsibilities to meet weekly and monthly sales targets.
* Making sales reports daily, weekly and monthly basis.
* Reporting to Area Sales Manager.

|  |
| --- |
| **Professional certifications** |

* Microsoft certified professional
* Microsoft certified system administrator (course completed)
* Cisco certified network associate (course completed)

|  |
| --- |
| **Computer literacy** |

* Microsoft office
* Desktop publishing
* Tally

|  |
| --- |
| **Projects undergone** |

* A project in association with Cannanore spinning mill for the evaluation of financial position.
* A project for studying the fund management of Mokeri Co-operative Bank

|  |
| --- |
| **Personal Details** |

Date of birth :  20-05-1986

Gender : Male

Marital status : Married

Nationality :  Indian.

Visa Status : Visit Visa

**Driving License:**  Valid UAE ( LMV, Valid up to 26-Jan-2021)& Saudi driving license

**Languages Known:** English, Hindi and Malayalam