**CURRICULAM VITAE**

POSITION APPLIED FOR: Hr Department OR Office Administrative with Accounts

**Personal Information**

Date of Birth : 10-11-1975

Gender : Male

Nationality : Indian

Religion : Christian

Marital Status : Married

**Qualification Details**

(a) Academic : B.A. Litt (Kerala University)

(b) Computer Skills : Micro soft word, Excel and Internet Dealings

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

**Passport Details**

* Nationality : Indian
* Place of Issue : DUBAI
* Passport Number : K 2055266
* Date of Issue : 21/11/2011
* Date of Expiry : 20/11/2021

**Work Experience**

* Total Experience : 8 Years
* Present Work : AL MUSAED AL JADEED TECH CONT

SHARJAH. UAE

* Position **:** Office Administrative & Handling the Accounts
* Duration **:** August 2009 to Till Date

**Job Responsibilities:**

* Works with controlling the labours and arrange their needfull.
* WPS salary making and distributed.
* Controlling the sites and site workers.
* Making the Invoices and payment follow-ups.
* Good communication skills are commercely.
* To arrange or hire the labours from other company or labour supply.
* Hard work of my position to the company.
* My position keep that sincere and responsible.
* To keep the document control.
* To make Labour and Emmigrations PRO works.

**Job Profiles & Responsibilities**

* Company : DYING PVT LTD Tirupur

Project : Dying on the Fabrics

Position : Supervisor

Duration : April 2004 to January 2008

Job Responsibilities :

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* Works with Dying equipment and controlling the employees.
* Estimate extent of work needed and the proper Dying method based on the use of the object and its specifications. Requisition materials and supplies up to authorized spending limit. Maintain data on work costs and timeliness.
* Company : Factory - Madurai

Project : Manufacturing of the plastic bags

Position : Time keeper

Duration : May 2000 to June 2003

Job Responsibilities :

* To make daily attendance and issue timesheets
* To make the salary slips.
* To control the power tools and site energy tools.
* To control the documents and labors.

**Functional Summary**

Conformance to Quality System of my work, I can produce you my sincere and dignity and the responsible of my career.

**First Name of Application CV No:** **1705020**

Whatsapp Mobile: +971504753686

