Curriculum Vitae

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***ABDULRAHIM***

[***ABDULRAHIM.295496@2freemail.com***](mailto:ABDULRAHIM.295496@2freemail.com)

**PROFESSIONAL SUMMARY**

Hard-working, multi-tasking Executive Assistant with outstanding telephone, scheduling and documentation skills. Detail-oriented and driven Executive Assistant with expertise in problem solving and managing daily office functions.

SKILLS

 Excellent communication skills  Professional phone etiquette

 Fluent in Arabic, English, Hindi, & Marathi.  Computer proficient

 Human resource laws knowledge  Knowledge of cdp portal (adm)

 Team building  Knowledge of Local Laws of MOL & MOI

 Self-motivated  Energetic personality

 Sports enthusiast  Works well under pressure

WORK HISTORY

EMPLOYER: - BANIYAS LAND GENERAL CONTRACTING LLC

LOCATION: - BANIYAS ABU DHABI (UAE)

JOB TITLE: - PUBLIC RELATION OFFICER (Human Recourse)

START DATE: - AUGUST 2010 (still working here)

* Ensure proper documentation for new employees for Medical & Emirates ID processing up to submitting to PRO for Visa Processing & Stamping & Labour Card. Monitoring the visa cancellation and coordination up to repatriation. Well versed in labour law - trade licenses, visas, labour issues, and an expert in Administration.
* Keep eye on more than 75 shops, Including LLC, Establishments, Cafeterias, Restaurants, supermarket. More than 300 Employees.
* Obtained building and specialty permits from local jurisdictional agencies, (MUNICIPALITY, ADDC, ETISALAT)
* Worked with construction administration consultants to plan field observations on Schedule.
* Oversaw the entire building turnover process, while enhancing communication between all construction management.

**EMPLOYER: - ADITYA BIRLA MINAX (IDEA CELULLER INDIA PVT. LTD)**

**LOCATION: - AURANGABAD (MAHARASHTRA) INDIA**

**JOB TITLE: - CUSTOMER SUPPORT EXCUTIVE (CSE)**

**START DATE: - FEB 2010**

**END DATE: - JULY 2010**

* Answered a constant flow of customer calls.
* Addressed and resolved customer product complaints empathetically and professionally.
* Managed customer calls effectively and efficiently in a complex, fast-paced and challenging call center environment.

**EDUCATION**

BACHOLER PROGRAM IN BUSINESS ADMINISTRATION (BPBA) IN 2010

Specialization IN **HUMAN RESOURCE MANAGEMENT**

**PUBLIC RELATION MANGMENT**

FROM: - NAITIONAL INSTITUE OF MANAGEMENT (NIM)

MUMBAI (MAHARASHTRA) INDIA

**Computer Skills:** MOL WEBSITE, MUNICIPALTY WEBSITE, MS OFFICE, OUTLOOK, SOCIAL NETWORK

**PERSONAL DETAILS**

**DATE OF BIRTH: - 16/05/1980**

**NATIONALITY: - INDIA**

**MARTIAL STATUS: - MARRIED**

**PLACE OF ISSUE: - ABU DHABI**