***CURRICULUM VITAE***

Abdul

Dubai – U.A.E

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**Career Objective**

Looking forward to work in a challenging environment that allows me to contribute in the development and realization of cooperative objective.

## Personal Strength

* Very Cooperative and Hardworking
* Good Presentation skills
* Motivation to learn
* Working for results with dedication and determination

## Educational Qualification

* **SSLC (Secondary School leaving Certificate)** from Tamil Nadu Education Board, India

**Computer Skills**

#  Basic knowledge of computer MS Office and Excel

**Professional Qualification**

 **Holder of U A E Driving License**

 Driving Specified Number : 3

 Date of Issued : Sep 27, 2004

 Date of Expiry : Sep 28, 2025

Work Experience-I

* **Employer** : **Alpha Data LLC, Dubai.**
* **Designation** : **Light Duty Driver Cum Documents Assistant**
* **Career Duration** : **Aug 2005 to sep 2015**

 **Duties & responsibilities**

* Collecting bills and cheque from various customers to hand over to the Accounts.
* Daily Banking operations like deposit and with drawl money from the bank.
* Acting collection voucher and invoice from the customer.
* Co-ordinate for deliveries and drivers.
* Delivering prompt time to the clients.
* **Handling co-ordinate for deliveries and checking invoices and delivery notes after the delivery**
* **Making GRN to the incoming shipments in order to execute the order**
* **Forwarding incoming documents to the accounts payable to settle the payments to the vendors**
* **Scanning all the incoming materials with the serial numbers**
* **Ensuring all materials received correctly from supplier as per our purchase order to make the GRN.**

 **Work Experience-II**

* **Employer : Al Fateen Transport LLC,Dubai**
* **Designation : Driver cum co-ordinate for Delivery & Drivers**
* **Career Duration : Dec 2015 to Till date**

 ***Personal Data***

Date of Birth : Sep 1984

Nationality : Indian

Gender : Male

Marital Status : Married

Language Known : English, Hindi, Malayalam, and Tamil

Visa Status : Employment (transferable)