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| **MOHAMMED** **Mohammed.319396@2freemail.com** | sameer_2 |
| **Profile** | * A competent and dynamic professional with more than 9 years of experience in Administration and financial jobs.
* Hard working with a strong sense of cooperation and strict adherence to discipline and dedication.
* Enthusiastic and committed to maintain quality and efficiency.
* Time conscious in discharging duties to the complete satisfaction of superiors
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| **Experience** | **Zakum Development Company(ZADCO)**A division of Abu Dhabi  National Oil Company–(ADNOC)Abu Dhabi- UAE | **Office Administrator**  in ProjectCommercial Department –Nov-2014 to April 2016 |
|  | **Company Profile:****Zakum Development Company (ZADCO)** a division of Leading Oil Company ADNOC. ZADCO as a Performance Driven Organization with the resources and full commitment of its employees will continue to meet its future challenges withgreater success. |
|  | **Job Responsibilities:*** Registering all incoming and outgoing memos and correspondences
* Scheduling meetings with other departments
* Assisting Contract Engineers for preparing Contract and ITTs
* Formatting business letters.
* Filing soft and hard copies of Contracts and ITTs.
* Maintaining various documents and files.
* Requesting stationary items for Departments
* Keeping contact with clients
* Arranging Transportation to Department Head
* Assisting Manager for preparing weekly attendance report
* Arranging familiarization program for new staff
 |
|  | **Emirates Data Clearing House (EDCH) –** A Business Unit of Etisalat Telecommunication Corporation – Abu Dhabi – UAE | **Senior Clerk / Finance**–May 2006- to Oct-2014 |
| **Company Profile:** **Emirates Data Clearing House** is a subsidiary of the leading Telecom service providers in the Middle East - **Etisalat Tele Communication.**Specifically to provides a single point of support for the **ROAMING** facilities by the **GSM Network Operators.**Provides a world of secure and unequivocal solution to all GSM operators around the world in Data Clearing, Financial Clearing ,Roaming Agreement Negotiation, Fraud Detection and control, Management Reporting, Online Services, Signaling Transfer Point services, Roaming Replicate service etc. |
| **Job Responsibilities :*** Reconciliation of incoming invoices
* Handling Fund Transfer jobs
* Printing and dispatching invoices to clients and roaming partners
* Updating address of roaming partners
* Updating and keeping filing records
* Registering all incoming and outgoing memos and correspondences
 |
| **Habeeb Exchange – Abu Dhabi –** A leading money exchange Company in UAE | **Cashier cum Clerk** – September 2005 – March 2006 |
| **Job Responsibilities :*** Worked as counter cashier
* Buying and selling of foreign currencies
* Handled various international currency transactions
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| **Ajanur Pharma – Kanhangad India**Pharmaceutical distribution company | **Office Assistant** – April 1998 – July 2005 |
| * Office Assistant
* Data Entry Operator
* Maintain inventory
* Handling fund transfer job
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| **Education** | **Bachelor Degree.**  | 1994-1997 – **University of Calicut** –Kerala – India |
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| **Computer skills** | * MS Windows
* MS Office
* Accounting Package (Tally 7.0)
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| **Certification** | * Diploma in Information and System Management.
* Certificate in Web-Centric Computing
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| **Personal Details** | NationalityMarital StatusDate of BirthVisa Status | IndianMarried20-05-1977Employment  |