**CURRICULUM VITAE**

**FAHAD** [**FAHAD.321586@2freemail.com**](mailto:FAHAD.321586@2freemail.com)

Seeking a position in SECRETARY/ADMIN/HR ASSIST/ACCOUNTANT & CLERK field in a progressive and established company where in my abilities, potentials & experience will provide opportunities for professional development & Growth in an organization.

**Qualification:**

B.Com (Bachelor of Commerce)

DMLT (Diploma in Medical Laboratory Technology)

**IT Exposure:**

MS-Office, MS-Excel, MS-Word, MS-Power point &

Tally 9.0 ERP & SAP – MM, SD & FICO .

**WORK EXPERIENCE IN K.S.A**

**1. EXPERTISE INDUSTRIAL SERVICES , JUBAIL .**

**( FEB 2012 –MAY 2013)**

**POSITION HELD:**

**SECRETARY**

**Job Responsibilities:**

1. Handling all secretarial, administrative & office related jobs.
2. Handling incoming & outgoing correspondence and preparing summary of incoming documents (Mails/Faxes etc.) and diverting them to the respective areas immediately, as if any urgent action has to be taken without any delay.
3. Handling total filing system.
4. Correspondence with customer & suppliers.
5. Preparation of sales and marketing reports, weekly, monthly as required by the management/department.
6. Preparing Timesheet at the end of week & Month.
7. Finalizing and submitting reports in a official manner.
8. Handling the incoming official letters and responding as per the mentioned subject.
9. Controlling the document.
10. Good arrangement of filing and maintaining the office in very pleasant organized way.

**3. AMACO INDUSTRIAL SERVICES, JUBAIL.**

**(SEPT 2013 – TILL CONTINUE )**

**POSITION HELD:**

**MAINTENANCE IN-CHARGE.**

**Job Responsibilities:**

1. Handling & Recording all industrial equipment & Car document
2. Tracking & Keeping record of all equipment details, its working site & Operator.
3. Arranging all Equipment Like Crane, Generator, Bus, Boom Truck, Bobcat ,Tower Light ,Man lift, Truck, Forklift ,Air Compressor , Lowbed & Car maintenance.
4. Supervising & assign works to maintenance employee.
5. Clients & Supplier calls attending & arranging mechanic to solve break dawn & for Preventary Maintenance.
6. Scheduling Vehicle monthly maintenance for every particulars Kms.
7. Arranging mechanic document to client for preparing site ID.
8. Maintaining master list of equipment.
9. Updating & Tracking their isthimara , Insurance & TUV expiry & arranging for Renew.

15 Preparing & maintaining Maintenance team daily time sheet.

1. Daily updating & checking equipment service history.
2. Maintain Equipment mobilization & Demobilisation report.
3. Preparing Delivery note, Goods received & Purchase Order report.
4. Scheduling & Arranging mechanic for Equipment Service .
5. Preparing weekly equipment Idle & break dawn status giving report for Manager.
6. Handling Petty cash & preparing request form for purchase parts.
7. Arranging Spare Parts for store.

**WORK EXPERIENCE IN INDIA:**

1. **SHANBHAGUE AUDITOR. (10/01/11 to 30/06/2011),**
2. **LAWRENCE STEPHEN AUDITOR (10/06/2007 to 30/11/2008)**

Position : **ACCOUNT ASSIST & AUDITING.**

**DUTIES AND RESPONSIBILITIES:s**

1. Making Entries and posting daily to Accounting in System.
2. Maintening Book keeping ,Cash & Ledger Account.
3. Handling daywise filing system.
4. Checking, Posting & Vouching transaction manually.
5. Collection Receipts, Credit Invoices and Cash Invoices.
6. Updating and Reconciling Statement of account for various Suppliers.
7. Making cheques and voucher for supplier due accounts and other approved request for payments.
8. Preparing Trial Balance.
9. Profit & Loss a/c & Blance Sheet & Submiting for Senior Accountant to verify & finalise.

**Work Experience in India:**

1) **Sri Devi Hospital Karnataka, India**

* COMPANY PROFILE : Specialty Hospital.
* POSITION : Medical Lab Technician
* WORK TENURE : Working from 01/01/2009 to 05/01/2011

**Duties:**

* Collect samples from patients requiring lab tests.
* Maintaining Blood banking, Serology, Chemistry and Microbiology test .
* Testing Urine test by strip method & Microscope.
* Interpret tests and quality control results; know principles of test systems.
* Proficiency at observing safety precautions and handling of infectious specimens; remembering
* principles involved in biochemical reactions; and understanding **laboratory** procedures.
* Excellent ability to work independently, evaluate situations and act appropriately
* Preparing reports on results of tests for doctors’ review and hospital filing
* Maintain the laboratory and equipment clean at all times .
* Handling total filling system.
* Responding incoming & outgoing Calls ,Mail & fax.

### **PERSONAL ATTRIBUTES:**

* Ability to work effectively in a multi-cultured team environment.
* Approach work with energy and enthusiasm.
* Ability to keep sensitive information confidential.
* Ability to work under any stress.
* Ability to work with little direction and assistance.
* Good in communication and approach.

### **PERSONAL DETAILS**

Date of Birth : 23-06-1987

Marital Status : Bachelor.

Nationality : Indian

Language Known : English, Hindi, Urdu & Kannada

I hereby declare that the above information is true ad correct to the best of my knowledge. And if given a chance, I will prove myself ad apply my 100% effort to full fill my duties and responsibilities.