Unais

[Unais.331174@2freemail.com](mailto:Unais.331174@2freemail.com)

Please find My Resume attached.

I can be reached at the number above or at Email address.

# ACADEMIC DETAILS

|  |  |  |
| --- | --- | --- |
| Course | Institution | Year |
| Master Degree | Madurai Kama raj University, Chennai, India. | 2005 |
| Bachelor Degree | Calicut University ,Kerala ,India | 2003 |
| Pre Degree | Calicut University ,Kerala ,India | 2000 |

Work Experience

|  |  |  |
| --- | --- | --- |
| Organization | Designation | Duration |
| Abudabi National Oil  Company | Superintendent | 2008 Till Today |
| Markaz College Bathery , Kerala | Principal | Jun 2005 - Apr 2008 |
| Cresnt Pvt  College,Mattanur Kerala | Sociology & Politics Teacher | 2002 To 2005 |

Role

* Audit Daily Accounts
* Close Monthly and annual accounts
* Supervise customer service
* Prepare Employee shift schedule
* Inspect Station Equipment’s ( Making sure of the Safety and quality of the Equipment )
* Prepare Staff Appraisal ( Meeting With the staff line managers and staff)
* Approve staff vacation using Oracle systems (ERP)
* Reports & update daily defects using maximo

# Field of Interests

* Administration
* Education

# Skills

* Asset Management
* Audit
* Business Writing
* Customer Service
* ERP & Oracle

# Language

* English,
* Malayalam,
* Arabic,
* Hindi.

# Hobbies

* Reading
* Cricket

# Personal Information

* Date Of Birth: - 20-05-1982
* Age - 33
* Religion - Islam
* Marital Status - Married
* Nationality - Indian

# Declaration

I hereby declare that the above mentioned details are true to the best of my knowledge And belief.

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