Unais

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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