**** Abdul Rahman Shaikh Hassan – CV No. 1995006**

***Visa Status: Employment (Expired, grace period to be complete on 27th Jan 2017)
Address: Street one, Villa 79, Al Satwa Dubai, UAE***

**Brief Summary**

Work experience in **Al Kharam Building Contracting Dubai, UAE** in the capacity of **Assistant Office Admin** acquainted with local environment and its legal nitty-gritty. Having enriched background of public dealing working one of major public credit organization **National Rural Support Programme**-(**NRSP)**. Also coupled with hospitality management working with medium hotel enterprise. To pursue highly rewarding career in a challenging and healthy work environment where I can utilize my skills and knowledge efficiently.

**Work Experience**

**(From Dec 01, 2014 to present)**

**Designation : Office Administrative Assistant**

**Job Responsibilities**

* Performing general office duties, order supplies file, mail processing distribution; maintaining records management database systems and Answer and handling public calls and taking required actions.
* Responsible for ensuring all transaction documentation is accurate, complete processed in an appropriate manner.
* Assess invoices, reports, memos and correspondence to make sure accounting records documents are accurate and to maintain record and profile of Sponsored companies.
* Submission of all online applications and their follow up, like with Dubai Municipality Ministry of labor and other related organizations & Departments
* Processing employment visa, labor contract and visa renewal etc.
* Work with customers and support services to collect, maintain report and accurate accounts receivable.
* Complete daily deposits.
* Drafting Business Agreements, Undertaking Letters and NOC etc.
* Working on Human Resources like, attendance management, induction programs, Administration, Maintaining personal files of employees, Employee Relation, Salary Processing, Statutory and Statutory Compliances.

**Additional Responsibility:** Work as store keeper (Maintaining Company’s Construction Store & Monthly Collection Villas Rent and Dewa and deposits.

**Under National Rural Support Programme (From 15 Dec 2012 to 14 Nov 2014)**

**Designation : Credit Officer**

**Job Responsibilities**

* Visiting village branches per an agreed schedule for credit introduction.
* Conduction CP’s meeting on a random basis.
* Cross verification of social appraisal done by field workers at household level.
* Doing a financial/technical appraisal at the household level.
* Keeping records, reviewing dues and providing necessary reports to fieldworkers for follow up.
* Paying surprise visit to branches, CO’s and clients helping field workers in recoveries from disgruntled clients to ensure transparency.
* Verifying daily entries in the MIS.
* Helping field worker’s in setting and chasing monthly and weekly targets.
* Meet clients for verified/utilization of loans.
* Reviewing loans that are not accepted by the field workers for rejection and cross checking such cases.
* Check cash in hand at village branches on daily basis.
* Coordinating with accountant and checking entries in accounting records.
* Ensuring deposit of recovery on same day from all village branches in his/her supervision.
* Accomplishment of additional assignments by /RGM/DPO/.

**Educational Qualifications**

BBA Hons), Specialization in Human Resources Management from Karakoram International University Gilgit-Baltistan (**CGPA- 3.00/4.00)**

**Proficiencies**

**Software proficiencies**: MS Office, internet browsing and accounting software etc.

**Language proficiencies:** English, Urdu, Hindi & Wakhi (*Tajik* Native).

**Personality Traits**

* Excellent level of English communication; written and verbal
* Good presentation, interpersonal and organizational skills, an efficient, well organized team player.
* Optimistic, Proactive, Self- confident, interested in learning new things for
* A very professional with a ‘can do’ attitude especially when under pressure

**Personal Details**

Name : Abdul Rahman

Date of Birth : Dec 08, 1986

Marital Status : Single

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| **Abdul Rahman Shaikh Hassan – CV No. 1995006**To interview this candidate, please send your company name, vacancy and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on cvcontacts@gulfjobseekers.comWe will contact the candidates to ensure their availability for your vacancy and send you our service HR Consulting Fees quotation for your approval. Whatsapp +971504753686\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |