**Curriculum Vitae**

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| **ABDUL****ABDUL.336881@2freemail.com** |  |  |
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| **Objectives**  |  |  |
| Looking for a challenging position with a reputed organization where I can utilize my abilities, experiences and skills and further improve my professional career.  |
| **Work Experience**  |  |  |
| **PRO cum Office Administrator, Chartered Rent a Car, Abu Dhabi, UAE** Since November, 2015**For Your Service, Bangalore, India** as HR Consultant from 2011 to 2015(For your service is one of the Leading Manpower recruitment Agency)My duties were Co-coordinating with Multinational Companies for their Candidate requirements, Attending meeting with Companies representatives, Interviewing the candidate according with job description given by MNC, preparing letters to concern Companies.**Al Andalus Dome, Dammam, Kingdom of Saudi Arabia** As a HR Officer From 2009 to 2011.(Al Andalus Dome is one of leading ARAMCO Registered company)**Abu Dhabi Islamic Bank (ADIB), Abu Dhabi – UAE** as Administrative Assistant from1997 – 2002**Sea Port Authority of Abu Dhabi [Mina Zayed],** as Secretary for Department of Purchasing from 1994 to 1997* My duties were coordinating with external and internal departments for finalizing staff hiring formalities, Preparing Letters to concern Trading Companies, Distributing Concern documents to the concern departments
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| **General Skills**  |
| * HR, Secretarial, Administration works, Letter Drafting and Document Control [English and Arabic]
* MS Office, Typing [Arabic & English], Internet and Email.
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| **Languages**  |  |  |
| * Arabic, English, Urdu, Hindi, Tamil and Malayalam.
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| **Education**  | :  |  |
| * Bachelor Degree from India.
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| **Professional Courses**  | :  |  |
| * Completed Arabic and English Type writing Course from IIC, Abu Dhabi, UAE
* Computer Awareness Certificate from Rabits, Calicut, India.
* Computer Education Certificate from INTEL COMPUTERS
* Computer Literacy Certificate from AKSHAYA Training, Govt. of Kerala.
* Advanced diploma in Multimedia from APTECH Computers.
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| **Training and Courses**  | :  |  |
| * Participated in E-Commerce Training Program at Emirates Institute of Banking and Financial Studies – Sharjah – UAE
* Successfully completed a program in Habit of Successes from GULF INNOVATIONS.
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