**Curriculum Vitae**

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| **ABDUL**  [**ABDUL.336881@2freemail.com**](mailto: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 | | | | | | |
| **General Skills** | | | | | | |
| * HR, Secretarial, Administration works, Letter Drafting and Document Control [English and Arabic] * MS Office, Typing [Arabic & English], Internet and Email. | | | | | | |
| **Languages** |  |  | | | | |
| * Arabic, English, Urdu, Hindi, Tamil and Malayalam. | | | | | | |
| **Education** | : |  | | | | |
| * Bachelor Degree from India. | | | | | | |
| **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. | | | | | | |
| **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. | | | | | | |