CURRICULUM VITAE

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**Salman**

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Dubai

UAE

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| **Qualification** | **College** | **Years Of Passing** | **University/Board** | **Percentage** |
| **BSc (C.S)** | **Lala Lajpatrai College** | **2011** | **Mumbai University** | **47%** |
| **H.S.C** | **Maharashtra College** | **2010** | **Mumbai University** | **54%** |
| **S.S.C** | **Sacred Heart High School** | **2008** | **Mumbai University** | **62.80%** |

**Work Experience:**

**Worked with Country Condos Realty Broker LLC In U.A.E (AUG 2015- NOV 2016)**

**Document Processing Executive**

* Work on an Excel Sheet and making Daily Sales Report.
* Documentation for plot registration
* Direct Communicate with members to make the payments for the land registration,
* Process the file & prepare required documents like GPA format, Personnel profile, letter of Authorization & declaration, letter of allotment.
* Allotting the plots in the available venture depending on the membership paid.
* Taking care of account clearance & all courier services.

**Worked with GTM support solution private limited, Mumbai, India as WEB DEVELOPER, Since Dec 2013 to Jan 2014.**

**Brief Summary:** Processing / Printing / Maintenance of Complete Payroll system for This Company holding around 60 Employees, Calculating Monthly Salaries & various Taxes

**2) Worked as a Storekeeper In Ahuja Constructions Mumbai India, Since Jan 2015- Aug 2015**

**Main Responsibilities**

* Maintained store facilities to ensure smooth functioning – Made arrangements and placed orders for new stock and supplies whenever necessary.
* Responsible for upkeep of various appropriate records of materials received.
* Received deliveries of new equipment and ensured that all the supplies were in proper order – Stored the supplies and items received in their designated place to avoid time wasted searching for items and general confusion.
* Issued supplies as per the demand of the clients and maintained records of payments.

**Computer Skills**

1. **Ms Office, (Word, Excel, Power Point)**
2. **Handling the cash and maintaining the daily sales report and send to my superiors in MS Excel 2010.**

**PERSONALDETAILS**

Date of Birth : 29 Jan, 1991.

Joining : Immediately

Visa status : Visit Visa (3 month)

Languages knows : English, Hindi, Marathi

Nationality : Indian

Gender : Male

Marital status : Single

**DECLARATION:**

I declare that the above facts given by me are true to the best of my knowledge and belief