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**CURRICULAM VITAE**

**PABDUL**

[**PABDUL.346350@2freemail.com**](mailto:PABDUL.346350@2freemail.com)

**Career Objective**

To gain professional advancement through sheer dedication by working under reputed & multi cultural business environment where an opportunity flourished based on technical capacity.

**Educational Qualifications**

* **1st year B.Com (**Bachelor of Commerce) from **UNIVERSITY OF CALICUT**.
* **PDC – Intermediate** (Commerce) from **UNIVERSITY OF CALICUT**.
* **S.S.L.C (**Metriculation) from **K.P.S. M. M. HIGH SCHOOL** –

**KERALA.**

**Computer/Technical Credentials**

**DIPLOMA IN COMPUTER APPLICATION:**

Packages : MS – Office, MS – Excel, Power Point etc.

**KNOWLEDGE OF SOFTWARE:**

Operating Systems : Windows 2006, Millennium, XP & Win 7.

: Basic knowledge in Adobe Photoshop

: Basic knowledge in Auto CAD.

:Tally.

**Work Experiences**

1. **SAUDI LEBANESE MODERN CONSTRUCTION COMPANY (SALMOC)**

**P. O. Box 1699, RIYADH 11441, KINGDOM OF SAUDI ARABIA.**

Service : A Grade Company for Construction

Designation : **Secretary**

Duration : December 2006 up to April 2012.

**PROJECT : ARAB NATIONAL BANK – NEW REGIONAL HEAD QUARTERS BUILDING**

**AL – ANDALUS STREET, JEDDAH, K.S.A**

A 121 Million Project.

***Job Responsibilities:***

**Secretary** (from Excavation time up to Handing over of the Project)

Secretary to a fully established site supervision team for one of major Consultant **“ZUHAIR FAYEZ PARTNERSHIP - ZFP”.** Site supervision team includes Project Manager, Architectural, Mechanical, Electrical and Civil Engineers.

***My Work Includes:***

* **Letter drafting as per the requirements and order of Engineers.**
* **Filing of all project related documents and submittals.**
* **Recording of all incoming and out going documents.**
* **All related activities of a Consultant team.**
* **Preparation of Time Sheet of workers.**
* **Operation of Xerox and Fax machines.**

**H. R Department:**

**Payroll Assistant.**

***My work includes:***

* **Entering time sheets of workers manually in case if required.**
* **Checking and compare payroll as per time sheets of workers.**
* **Entering and recording departure and arrivals of workers.**
* **Work as a mediator between workers and Personnel Manager to solve the problems of the workers.**

1. **PEEKAY Group of Trading Company.**

**(Peekay Traders, Peekay vegetable, Peekay mangoes, Peekay Sports and Peekay Fitness Shoppe).**

**Ottapalam, Kerala, INDIA.**

Service : Leading exporters of Hill Products & Rubber, dealers of sports goods and fitness equipments.

Designation : **Secretary Cum Accountant.**

Duration : 2000 up to 2006 November.

: **Manager Cum Accountant (PK Fitness Shoppe)**

:2012 May up to this date.

***Job Responsibilities:***

**Secretary/Accountant.**

* **Deal with customers of high class in the society.**
* **Placing orders and maintain Accounts.**
* **Preparation of business letters and drafting.**
* **Filing of all documents.**
* **Preparation of sales and income tax statements.**
* **Preparation of labours’ accounts.**

**Personal Skills**

* **Potential to lead and ensure team work.**
* **Good presentation skill and inter personal communication.**
* **Dependable and enthusiastic in assigned tasks.**
* **Problem solving skills and self starter.**

**Personal Profile**

Age : 40

Date of Birth : 15th May 1975

Religion : Islam

Sex : Male.

Marital Status : Married

Nationality : Indian

Languages Known : English, Urdu, Hindi, Malayalam and Arabic (read and write