**CURRICULUM VITAE**

***Alaudeen***

[***Alaudeen.360393@2freemail.com***](mailto:Alaudeen.360393@2freemail.com)

**Position Preferred: Talent Acquisition & Development Coordinator, Executive Secretary,Admin. Assistant, Translator, Public Relations Officer & Administrative Officer or any other suitable post according to my qualifications and experience.**

**CAREER OBJECTIVE**

To work in a challenging and responsible position in an organization utilizing my experience and expertise for my professional growth environment as an administrator in a highly competitive and to be a team player and add value to the organization that I worked for.

**Knowledge of Languages:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Language** | **Reading** | **Writing** | **Speaking** |
| **01** | **Arabic** | **Fluently** | **Fluently** | **Fluently** |
| **02** | **English** | **Fluently** | **Fluently** | **Fluently** |
| **03** | **Tamil(MT)** | **Fluently** | **Fluently** | **Fluently** |
| **04** | **Singhalese** | **Good** | **Good** | **Fluently** |
| **05** | **Hindi** |  |  | **Good** |
| **06** | **Malayalam** |  |  | **Good** |

**PROFESSIONAL & VOCATIONAL TRAINING / QUALIFICATIONS**

* **Diploma in Arabic Language Course** in the Estate of Doha Qatar. at University of Qatar since 2003 to 2004 (2yrs)
* **Bachelor of Arts Degree** at University of Peradeniya –Sri Lanka (2002), specializes in the subjects of Arabic, English, Political science.
  + **VOCATIONAL LEVEL**
* **Diploma in English** conducted by British College of Applied Studies ,Kandy ,Srilanka
* **Diploma in computer Studies**conductedby Islamic institute of information Technology **Madampe,Srilanka**.

**SUMMARY OF EXPERIENCE**

**Position**: Talent Acquisition & Development Coordinator

**Organization**: Manpower Services Company ESAD (Dammam)

**Duration**: Since 13/04/2014 UP to 20/08/2016

**Position: Executive Secretary to CEO**

**Organization: NUMU Al- ELMIA Company**( Riyadh)

**Duration**: Since 20/01/2013 up to 30/03/2014

**Position:**  **Development Coordinator & Translator**

**Organization**: Naiah Recruitment & Manpower Office

Riyadh, KSA

**Duration**: Since 05/02/2011 UP to 12/30/2012

**Major Job responsibilities:**

* ***Search, check and short-list CVs from the company’s resources and the internal database.***
* ***Conduct initial interviews with applicants when required.***
* ***Send and follow-up offers to the selected candidates or recruitment agencies.***
* ***Collect from the selected candidates all documents required for visa application or labor law regulations (Residency.Etc.)***
* ***Follow up consistently on visa applications and sponsorship transfers and update the concerned departments regarding current status.***
* ***Inform the concerned Divisions/Departments about arriving employees and new joiners  
  Inform the relevant offices/individuals about new joiners to facilitate the completion of necessary items such as the scheduling of finger-printing, enrollment in orientation or training and update of information in Organization Charts, Payroll etc***
* ***Update the bulletin board of the Recruitment Section regarding the arrival of New Employees.***
* ***Prepare recruitment reports***
* ***Undertake additional related responsibilities as required.***

**Position: PUBLIC RELATIONS OFFICERمندوب العلاقات العامة) (**

**Organization**: Larsen & Toubro Limited

State of Doha Qatar.

**Duration:** 07/02/2009 up to 10/20/2011

**Major Job responsibilities:**

* Public relation *Processing of company legal documents such as passport,*
* *medical certificate, preparing employment contract,*
* *preparing visa application for workmen, business visa,*
* *visa for family ,labor dept works, preparing Passport and Expatriates Affairs, Traffic dept works, Municipality works, Chambers of Commerce,*
* *Ministry of justice, Ministry of Interior, Ministry of Foreign of Affairs,*
* *Ministry of environment, Embassies works, Airport Security and passport department woks,*
* *General Directorate of Defense, preparing papers such as visa and other legal matter about recruitment,*
* *Police clearance (Search and follow up Department works, clearing finger print Department work*

**Position: PUBLIC RELATIONS OFFICERمندوب العلاقات العامة) (**

**Organization**: Almaharah **seafood, Little Sailor seafood, Royal Garden, Alpine group**

**State of Doha Qatar**

**Duration:** (1yr.)

**Major Job responsibilities**:

* + - All companies Correspondences
    - Immigration Works
    - Book keeping & Filling
    - Government related works
    - Recording and maintaining a track of official correspondence
    - Reporting to GM

**Position:INSTRUCTOR FOR Arabic & English**

Organization: Al Imran International School Kandy, Srilanka [2 yrs.]

**Duration:**(2Yrs)

**Major Job responsibilities:**

* + - Teaching Arabic language, Islamic Studies for the Children
    - Teaching and Guiding for Secondary Level Students
    - preaching good habits
    - preparing the students to enter the Universities
    - evaluating the students by conducting Assignments Monthly
    - supervising the Conduct of students
    - Preparing Progressive Report
    - Reporting to the Principal of the College.

**Position: Director of Studies for Arabic & English**

**Organization**: Centre for Arabic Studies (CAS) , Kandy ,Srilanka.

**Duration**:(1yr.)

**OTHER QUALIFICATIONS AND ABILITIES**

1. **“A”** Pass in **English** at the first examination in Arts conducted by the **university ofPeradeniya**-2002.
2. **Distinction** passes in **English** at GCE O/L Examination Conducted by the Dep. Of Examination in 1995
3. Through knowledge in all aspects Administrations, Human Resources Management, personnel recruit and English correspondence with strong analytical and problem solving abilities.
4. Motivated self-starter with aptitude for learning new skill and ability to adapt to new system & role quickly.
5. Highly dedicated with drive, determination and endurance to meet strict targets deadlines constantly.
6. Proficiency in development excellent working relationships with superiors and subordinates effectively in different cultures and environments
7. Very good knowledge in using micro- soft office application such as Excel, Ms- Access, Ms-word, Ms-Power point and etc…

**EDUCATIONAL QUALFICATIONS**

* **Completed BA Degree** at University of Peradeniya in Sri Lanka in 2002
* **Passed GCE.A/L**-(Conducted by the Dep.of Examinations) in 1997
* **Passed GCE O/L**-(Conducted by the Dep.of Examinations) in1995

**OTHER SKILLS:**

* Team building and leadership
* Written communications and presentations
* Communication skills & PR
* Well organizing skills
* Very fluent in spoken and written English
* Conversational Arabic
* Able to work effectively in different cultures and environments