

Abdul.364150@2freemail.com

***Post Applied For:***

***Career Objective :*** Aspiring to achieve a suitable and a challenging position in the field of Administration Work. To work in professionally managed organization, which offers challenging, stimulating and learning environment, this improves my personality and offers attractive prospects for long term development and career growth.

***Experience :*** 7 years.

***Personal Profile:***

Name : Abdul

Date of Birth : 04 January 1990

Nationality : Indian

Languages Known : English, Hindi, & Urdu.

***Educational Qualification:***

* Higher Secondary Certificate (Allahabad Uttar Pradesh – India):- 2008
* Certificate of Completion:- March 2008 (Pass in Second Class).
* Appeared for T.Y.B.Com

***Strength:***

* Adaptable to cope up with any situation.
* Accept the challenges and perform with very good attitude.
* Excellent in interpersonal and communication skills complete with strong analytical skills.

***Microsoft Office:***

* Microsoft Excel, Microsoft Word.
* Conversant with Basic Operating System MS Office.
* Work on Window 98, 2000, XP, Vista & Windows 7.

***Job Description:***

* Adaptable to cope up with any situation Accept the Challenges & Perform with very good attitude.
* Handling all types of mailing and organizing in the files as per Documentary.
* Doing well setup in the admin.

***Work Experience:***

Present

Working with Healthcare llc. Group UAE. as a sales representative in

Pharmaceutical industry management. From 29 - Feb – 2016

Worked at (Raj Constructions Builders & Developers) as a Customer Sales Executive for 7 years. 2009 to 2015

Present

***Job Description:*** Sales, Marketing, Banking Finance Loan & Trouble shoot all import materials stock in and out inventory attendant sheet & via email through reporting to the seniors.

* I hereby by Mansoor that all the information furnished above is true to the best of my knowledge & belief.