**ABDUL**

[**ABDUL.364878@2freemail.com**](mailto:ABDUL.364878@2freemail.com)

**CURRICULUM VITAE**

**OBJECTIVE**: TO USE SKILLS IN THE BEST POSSIBLE WAY FOR ACHIEVING THE COMPANY’S GOALS.

**PERSONAL DETAILS:**

DATE OF BIRTH: 22ND JANUARY 1974

NATIONALITY: INDIAN

VISA STATUS: VISIT VISA 3 MONTHS.

**EDUCATIONAL QUALIFICATIONS:**

* GRADUATE IN COMMERCE , UNIVERSITY OF CALICUT In APRIL 1996 WITH COST ACCOUNTING.
* COMPLETED A COURSE ON COMPUTER APPLICATIONS FROM M/S GURUKRIPA COMPUTER
* EDUCATION CENTRE IN DECEMBER 1996.
* COMPLETED A COURSE ON OFFICE 2000 FROM SSi In AUGUST 2000.
* COMPLETED A COURSE ON ORACLE 8 WITH VISUAL BASIC 6.0 FROM SSi In DECEMBER 2000.
* COMPLETED A COURSE ON COMPUTER HARDWARE & NETWORKINGFROM M/S DIGITAL WAY IN JUNE 2002.

**EXPERIENCE IN THE MIDDLE EAST:**

* WORKED WITH M/S ADNOC DISTRIBUTION ABUDHABI FROM APRIL 2003 TO JUNE 2015 IN VARIOUS CAPACITIES.
* STARTED WORKING WITH M/S ADNOC DISTRIBUTION AS A LUBE SALES ATTENDANT AND WAS IN COMPLETE CHARGE OF THE LUBE BAY.
* STORE, FROM STORE KEEPING, DOING WEEKLY, MONTHLY AND YEARLY INVENTORIES.
* ASSESSING STOCK LEVEL AND MAINTAINING ADEQUATE STOCK LEVELS OF FAST MOVING ITEMS.
* MAINTAINING DAILY SALES AND STOCK CONTROL SHEET, PREPARING DAILY SALES SUMMARY.
* CASH HANDLING, PREPARING BANK MONEY FOR DAILY BANK DEPOSIT.
* HANDLING CUSTOMER RELATED PROBLEMS AND OTHER DAY TO DAY ACITIVITES ASSOCIATED WITH THE LUBE BAY.

**OTHER QUALIFICATIONS:**

* PASSED TYPEWRITING ENGLISH LOWER WITH SECOND CLASS IN THE YEAR JULY 1992, CONDUCTED BY THE GOVERNMENT OF KERALA.
* PASSED SSLC EXAMINATION IN THE YEAR 1991 WITH FIRST CLASS.
* PASSED PRE-DEGREE FROM THE UNIVERSITY OF CALICUT WITH SECOND CLASS IN THE YEAR APRIL 1993.

**LINGUISTIC ABILITIES:**

* + ENGLISH: SPEAK, READ AND WRITE.
  + ARABIC: SPEAK, READ.
  + HINDI: SPEAK, READ AND WRITE.
  + MALAYALAM: SPEAK, READ AND WRITE (MOTHER TONGUE)

**CAPABILITIES:**

* TO CARRY OUT GIVEN TASK INDEPENDENTLY UNDER ANY WORKING CONDITIONS.
* TO LEAD AND MOTIVATE A TEAM TO ACHIEVE AND EXCEED THE TARGET WITH MAXIMUM EFFORT.
* I HAVE EXCELLENT TYPING SKILLS AND AM WELLVERSED WITH LATEST COMPUTER AND MOBILE TECHNOLOGIES.
* CAN ASSEMBLE, REPAIR AND CARRY OUT MAINTENANCE WORK OF COMPUTER AND RELATED PERIPHERALS, AND TROUBLE SHOOTING OF HARDWARE AND SOFTWARE RELATED PROBLEMS.

DECLARATION:

I HEREBY DECLARE THAT THE ABOVE MENTIONED DETAILS ARE ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE.