**CURRICULUM VITAE**

**ABDUL**

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**CAREER OBJECTIVE:**

To rise as a professional in the organization I work for by the virtue of my knowledge and ability thus contribute to its success.

**SUMMARY OF SKILLS:**

* Extensive knowledge of evaluating and analyzing technical information
* Ability to think pragmatically, creatively and logically
* Possess excellent verbal and written communication skills
* Attention to detail and ability to overcome setbacks
* Possess excellent time and project management skills
* Good supervisory skills with positive attitude
* Quick learner and ability to perform tasks within deadlines

**WORK EXPERIENCE:**

1. As a Representative and Administrator (3 Month’s contract)

**SHAHAM GENERAL CONTRACTING COMPANY,** Salwa road, Qatar

From 08/12/2016 to 08/02/2017

1. Media Associate & Quality Checking

**Prime Focus Technologies**, Bangalore, India

From 22/04/2015 to 21/06/2016

* Logged into 10 to 15 T.V channels using software
* Checked all the programs(Movies and serials), promos and advertisement
* Checked all the problems related to timing and advertisement description
* Solved all the errors and timing issues
* Took all the channels reports
* Prepared all the team members channels reports in one file
* Presented all the reports to the manager

1. Sales, Marketing, Billing, Stock controlling and Purchasing

**Company Name: Koolikad Electricals & Plumbing’s Pvt.Lmt. Palakunnu, Kerala, India**

Designation : Sales and Accounts from July 2014 to Feb 2015

**ACADEMIC PROFILE:**

* B.E In Electronic And Communication Engineering From Dr. MV Shetty Institute Of Technology, Moodbidri, Mangalore (VTU, Belgaum) India (from 2010 to 2014).

**OTHER QUALIFICATIONS:**

**DIPLOMA in COMMERCIAL APPLICATIONS** (from Nov-2011 to May-2012)

## Basics of IT, MS-Windows, MS-Word, MS-Excel, MS-PowerPoint, MS-Access, Tally.ERP 9, Internet, HTML, Multimedia and CorelDraw

**AREA OF INTEREST:**

* Social Media Marketing
* Sales and Marketing (Indoor/Outdoor)
* Sales Representative/Coordinator
* Customer Care
* Networking
* Telecommunication
* Office Administrator
* Media QA/QC

**PERSONAL PROFILE:**

* Age : 25yrs
* Date ofBirth : 22 November 1991
* Gender : Male
* Marital Status : Single
* Nationality : Indian
* Religion& Caste : Islam, Muslim
* Languages known : English, Arabic(Basic), Hindi, Urdu, Malayalam, Kannada, Tamil

**PASSPORT & VISA DETAILS:**

* Date of Issue : 21/09/2016
* Date of Expiry : 20/09/2026
* Visit Visa Expiry : 10/08/2017

**DECLARATION:**

I Abdul Azeez hereby declare that the above said information are true and correct to the best of my knowledge and belief.

Place: Dubai **ABDUL**