 **CURRICULUM VITAE**

**MOHIDEEN**

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**OBJECTIVE**

Seeking a suitable position with a Professionally managed Organization, my objective is to Optimally utilize and qualification for the benefit of the company and be loyal and devout to the organization with view to further my career prospects.

**EDUCATIONAL QUALIFICATIONS**

* **Bachelor of Science (B.Sc.,)**

(Sadakathullah Appa College ,India, during the year 1993-1996)

* **Diploma in Information Systems Management (DISM)**

(Aptech Computer Education, India, during the year 1996-97)

**ADDITIONAL QUALIFICATIONS**

* Type Writing Junior Grade (40w/m)
* Basic Knowledge of AutoCad 14.

**PERSONAL INFORMATION**

* Date of Birth : April 25, 1975
* Gender : Male
* Nationality : Indian
* Marital Status : Married
* Visa Status : Visit Visa(Valid to March12-03-2018)
* Gulf Experience : 7 years
* Languages Known : English, Hindi, Tamil and Malayalam
* Passport Details : Valid till 15.04.2026

Issued at Dubai

**COMPUTER SKILLS**

* Operating Systems : MS-Dos, Windows’95
* Packages : MS-Office 2003, Autocad

(MS-Word, Excel)

**PROFESSIONAL EXPERIENCE**

**Jan 2009 to Feb 2017 : Worked as “ ESTIMATOR CUM OFFICE ADMINISTRATOR “** **WITH** **M/s. AL MOQATTAM FACTORY – ALUMINIUM DOORS AND WINDOWS MANUFACTURING**

**JOB RESPOSIBILITIES AS ESTIMATOR:**

* Prepares the project of aluminium work to be estimated by gathering proposals, blueprints and specifications, identifies labor, material and time requirements by studying proposals to compute the estimation.
* Understand scope of work to bid and ensure timely completion of estimation.
* Conduct Aluminium Shop Drawings (Schedule, Key Elevations, Window Plan Details, Floor Plans, Section Details etc.)
* Prepare estimates and local purchase orders (LPO) in detail for all products, collect Quotations from the suppliers and order form the cost-effective supplier.
* Conducting reports on project progress and make sure it matches the Timeline.
* Responsible for checking the end product at workshop before sending it to site.
* Prepare Delivery notes and Invoices for finished for products and follow up for the collections on prompt as given payment terms.
* Contributes to team effort by accomplishing related results as needed.

**JOB RESPOSIBILITIES AS OFFICE ADMINISTRATOR:**

* Maintain the factory to follow up of the orders to be completed on prompt in declared specifications and designs with finishing of perfections and delivered to the customers.
* Follow up of employee’s day to day performance to accomplish the assigned jobs pertaining to the organization’s standards and policies.
* Reporting to the General Manager regarding routine operations of the team employees.
* Monitored the timely performance of the employees in the workforce and motivated them to accomplish more.
* Maintain employee’s attendance and overtime sheet to present it to the accounts on prompt.
* Provide administrative and secreterial supports such as writing letters, answering telephones, assisting visitors and resolving a range of administrative problems and inquiries.
* Conduct office meetings to resolve the issues on sites and guide the employees according to the instructions from immediate supervisor and the general manager.

**SPECIAL SKILLS**

* *Having good communication and interpersonal skills.*
* *Hard worker, Sincere and very Dedicated.*
* *Capable of Handling Routine or Shift work*
* *Handling Papers/Files and Keeping all office records*
* *Good relationship with staffs and clients*

**Mohideen**