**Curriculum Vitae**

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**Minhajul**

Presently:- Sharjah

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Visa Valid Till 7 Th of April 2018

**pOST APPLIED FOR : CAMP BOSS**

**Objective**

Qualified and enthusiastic individual, extensive work experience in the field of management and administration.

**Domain of Interest**; -

1. **Admin Officer**
2. **H.R.Executive**

.**Personal Skills**.

1. My Strong Communication administrative analytical and interpersonal skills combined with my Master degree in Business Administration makes me right candidate for admin officer.
2. During my various administrative jobs I have developed strong organizational and time management skills which would be very useful and efficient in operation and management.
3. My strength lie in all the administrative work that goes in to making any business a success.
4. I am an experienced in all aspect of administrative work handling employees, ensuring all systems within the company are running smoothly, training new employees, maintainingrecords, communicating with forces inside and outside the office.

**Educational QUALIFICATION**

**Professional Degree:**

**NACCP** : One year courses in Practical NACCP and food Safety from NILEN in 2011.

**B.Tech** : Bachelor of Technology in Computer Engineering with Second Division from ZakirHussain College of Engineering & Technology AMU, Aligarh in 2008.

**M.B.A.** : M.B.A. (Marketing & HR) with First Division from Aligarh Muslim University, Aligarh in 2010

**Senior Secondary** : Second Division from AMU Aligarh

**Secondary School** : First Division from B.S.E.B. Patna

**PROJECT UNDERTAKEN**

B.Tech : Online Communication System “JAVA Script” as a part in Final Year Project for completing Engineering Degree

M.B.A. (Summer Training) : A Survey of market potential & awareness of Real juice in comparison with Tropicana

M.B.A. (Final Year) : Project report on Planning & Strategy of sales force management under the supervision of Prof. Javed Alam, Chairman. Department of Business Administration, AMU Aligarh

**Extra Qualification**: - Diploma in **HACCP**from National Institute of Labour Education and Management, Channai in the year 2011.

**Additional Qualification**

Computer Skills : MS-Office, C, C++, JAVA Script

**Work Experience**

* I have been working in**“UNIMAC Company as a“Camp Boss” in Riyadh, K.S.A** from May 2012 to till date (3 & ½ year).
* I have worked as a Administrative **Officer** in **Zoma Consulting Services Pvt.Ltd**, TrikonaPark, Okhla, New Delhi from 16th of July 2010 to Feb.2012.
* I had worked as a “**Documente**r” from 15th January 1993 to 5th April 1998 after that **Administrator Asst.** from 10TH April 1998 to 18th Nov.2003 in “**BAJAJ LOCKINDIA”in Aligarh ( U.P).**

**Job Resposibilities**

1. Meeting with the site Manager related to Camp activity..
2. To at random check the attendance of the site employees and collection of daily attendance report.
3. To Check the cleanness of site that concern person has properly done or not..
4. Tocheck the drinking water supply and bathing water supply timely or not.
5. Weekly arrange the meeting of the site employees with the manager.
6. Correspondent with the HR Manager and General Manager.
7. To check the room wise facility is properly available or some problems..
8. Also handling the transporting system for camp employees for urgent work...
9. Also handling the mess system properly and systematically functions and full safety to make food.

**Language Known**;-

**Speak Read Write**

**English**  Good Good Good

**Urdu** Good Good Good

**Hindi**  Good Good Good

**Personal Details**

Date of Birth : 15.12.1975

Date of Issue : 23-11-2009

Date of Expiry : 22-11-2019

**Strength 1.** **Value oriented**

**2. Good Communication and Interpretation Skills**

**3. Team Player**

**4. Quick Learner**

**5. Honest and Hardworking**

**6. Excellent follow-up skills and the ability to handle**

**7. Pressure and meet deadline.**

**8. Attention to details**.

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Place:……………..

Date:……………...

**(. Minhajul)**