***CURRICULUM VITAE***

Jigi

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| ***Career Objective*** | |
| ***Position Desire: Accountant/Administration/Sales & Marketing*** | |
| *Seeking a challenging assignment, which will foster my advancement in an organization where ability and experience make significant contribution towards corporate objectives.* | |
| *Over a period of 20 years experience in different sections such as Computer Programmer/Technician, Office Administration, Accounts, Sales & Marketing.* | |
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| ***Professional Experience*** | |
| ***Duration*** | ***Company*** |
| *January* | ***Mohd. Abdullah Al Mushaikhes Trad. Est.*** |
| *2014 to* | *King Khalid Street, Dammam – 31952 (KSA)* |
| *October* | ***Sales & Marketing Manager / Office Administrator*** |
| *2017* | ***Responsibilities*** |
|  | *❖  Controlling Importing & Exporting, Marketing, such as Building Materials, Home Appliances, Electrical, Plumbing, HVAC, Heavy Equipment Parts Sales, Invoicing, Receipts etc.* |
|  | *❖  Planning of daily activities and controlling the administration activities.* |
|  | *❖  Upgrading and Troubleshooting PCs.* |
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| ***Duration*** | ***Company*** |
| *January* | ***White Circle Trad. Est.*** |
| *2007 to* | *Post Box – 30477, Al Khobar – 31952 (KSA)* |
| *October* | ***Sales & Marketing Manager / Office Administrator*** |
| *2013* | ***Responsibilities*** |
|  | *❖  Controlling Importing & Exporting, Marketing, such as Building Materials, Home Appliances, Electrical, Plumbing, HVAC, Heavy Equipment Parts Sales, Invoicing, Receipts etc.* |
|  | *❖  Preparation of bid documents and invoices.* |
|  | *❖  Planning of daily activities and controlling the administration activities.* |
|  | *❖  Upgrading and Troubleshooting PCs.* |
|  | *❖  Configuration, installation and maintenance of computer and peripherals* |
|  | *❖  Responsible for assembling PCs, peripherals and printers.* |
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| ***Duration*** | ***Company*** |
| *June* | ***Marhoon Nasser Auctioneers*** |
| *2002 to* | *Post Box – 506, Al Khobar – 31952 (KSA)* |
| *October* | ***Computer Programmer/Office Administrator*** |
| *2006* | ***Responsibilities*** |
|  | *❖  Looking after house design and development of major application software including Inventory, Accounting, Maintaining clients accounts in this company which is the Biggest Auction Company in Middle East.* |
|  | *❖  Providing timely and appropriate information support and creating a computer culture through adequate communication and training.* |
|  | *❖  Implementation of Internet level communication environment.* |
|  | *❖  Participated in making software package for sales of surplus materials for American Base Middle East. DRMSI (Defense Reutilization and Marketing Service Internal – Saudi Arabia, Kuwait, Oman, Bahrain, U. A. E. and Qatar)* |
|  | *❖  Controlling Sales, Invoicing, Receipts and Payments of surplus materials for Saudi Aramco, Saudi Electricity Co., Saudi Telecom, SAPTCO, SABIC, etc.* |
|  | *❖  Preparation of bid documents and invoices.* |
|  | *❖  Planning, directing and controlling the administration activities.* |
|  | *❖  Implementation of Internet level communication environment.* |
|  | *❖  Upgrading and Troubleshooting PCs.* |
|  | *❖  Configuration, installation and maintenance of computer and peripherals* |
|  | *❖  Responsible for assembling PCs, peripherals and printers.* |
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| ***Duration*** | ***Company*** |
| *January 1999 to May 2002* | ***Markaz Abayat Al Nemer*** |
| *Post Box – 6615, Dammam 31452, (KSA)* |
| ***Computer Programmer/Accountant*** |
|  | ***Responsibilities*** |
|  | *❖  Handled all kinds of account transactions and Book keeping.* |
|  | *❖  Various kinds of data entry operations.* |
|  | *❖  Perform secretary with the objective of providing all administrative activities.* |
|  | *❖  Troubleshooting various kinds of software.* |
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| ***Duration*** | ***Company*** |
| *November 1996 to December 1998* | ***Ahmed Mohd. A. Al Nemer Est.*** |
| *Post Box – 6615, Dammam - 31452 (KSA)* |
| ***Computer Programmer/Accountant*** |
|  | ***Responsibilities*** |
|  | *❖  Developing inventory programs and programs for supporting and controlling rent collections, expiry dates for visa and passports for employee, etc.* |
|  | *❖  Various kinds of data entry operations.* |
|  | *❖  Preparing reports in frequent periods* |
|  | *❖  Troubleshooting various kinds of software.* |
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| ***Educational Qualification:*** | | |
| * *Pre Degree* | | |
| * *‘O’ Level Programming Course* | | |
| * *Diploma in Computer Application* | | |
| ***Computer Knowledge:*** | | |
| * *Operating System* | *MS-Dos, Windows, UNIX* |  |
| * *Netware* | *Windows Workgroup & LAN* |  |
| * *Languages* | *BASIC, COBOL & C+* |  |
| * *DBMS* | *dBase, Foxbase & Foxpro* |  |
| * *Spreadsheet* | *Lotus & Excel* |  |
| * *Word Processor* | *Ms – Word & WordPerfect* |  |
| * *Suit Packages* | *Ms-Office & Ms-Works* |  |
| * *Other software’s* | *Clipper, Visual Basic & Ms – Access* | |
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| ***Personal Details*** |  |  |
| * *Date of Birth* | *29th May 1973* |  |
| * *Nationality* | *Indian* |  |
| * *Marital Status* | *Married* |  |
| * ***Languages*** | ***English, Arabic, Hindi, Urudu, Malayalam*** | |
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| * *Visa Status* | *Visit* |  |
| * ***Driving License*** | *Valid LMV (Saudi Arabia), LMV (India)* | |

*I expect a pleasing work environment from organization because it is necessary to draw out my creative & analytical skills for further enhancement.*

*Declaration:*

*I hereby declare that all the information stated in this RESUME is true to the best of my knowledge and belief till date.*

***Jigi***