***CURRICULM VITAE***

 

**Abdul**

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***CAREER OBJECTIVE:***

Aspiring to associate myself with an esteemed organization that would help me in developing my career and also enable me to become a competent and industrious and individual and also contribute to the overall growth of the organization.

***Experience: (India)***

***Organization : TRAVEL POINT HR SOLUTIONS PVT.LTD***

 ***Position : Branch Administrator***

 ***Tenure : April 2014 Till date***

1. With an impressive 5 years (3 years now & 2 years initially) track record of success providing swift resolution to customer complaints, ultimately repairing trust and winning loyalty.
2. Demonstrate sense of urgency in busy office environments on both domestic, international, retail and telecommunication, construction industries.
3. Possess exceptional ability to build productive relationships, resolve

complex issues and win customer loyalty.

1. Demonstrate outstanding problem solving and action listening skills – able to diffuse difficult customer situations with tact ad ease.
2. Acknowledge for unwavering commitment to providing exceptional customer service.
3. Establish and maintain computer records, including recruitment files and tests, general files and other information on sick leave, payroll, vacation pay, attendance cards, and hourly time records; maintain confidential employee information and records.
4. Perform office services such as filing of documents, duplication, stocking of supplies and monitoring of equipment.
5. Maintain an accurate employee telephone list and other necessary databases.
6. Distribute incoming and outgoing mail.
7. Answer incoming calls and transfers to appropriate staff members.

***Experience: (Saudi Arabia)***

***Organization : Saudi Oger Ltd***

 ***Position :*** P***roject Administrator***

 ***Tenure : September 2011 to September 2012***

***Responsibilities:***

1. Develop and execute Branch / Team plans.
2. Administrative duties and recordkeeping.
3. Work with hiring managers on recruiting planning meetings.
4. Efficiently handling all employee grievances.
5. Ensure Front office area is clean & also provide basic aminities.
6. Administrative Duties and Record Keeping

***Experience: (Doha-Qatar)***

 ***Organization : CCIC (Doha-Qatar)***

 ***Position : Project Administrator***

 ***Tenure : May 2008 to Nov2008***

***Responsibilities:***

1 Arrangement of inductions for all staff and workers, prior to follow safety procedures, without induction no one can work at site.

2 Maintaining time sheets & time records of all the employees and leave applications.

3 Prepare data entry programs in Ms-Access.

4 Arrangement of gate passes for the works and staff, prior to enter the site at RasLaffan Industrial City, as without gate pass no one can enter the industrial area

5 Maintain filing information system as per the company procedure Receiving and sending faxes.

6 Maintain logbook for incoming submittals and outgoing submittal

7 Co-ordination with Purchase Department and Main Stores for quick receipt and arrangement of materials required at site from concerned suppliers

***Experience: (India)***

***Organization : TRAVEL POINT HR SOLUTIONS PVT.LTD***

 ***Position : Requirement Administrator***

 ***Tenure : April 2004 April 2007***

1. With an impressive 2 years track record of success providing swift resolution to customer complaints, ultimately repairing trust and winning loyalty.
2. Demonstrate sense of urgency in busy office environments on both domestic, international, retail and telecommunication, construction industries.
3. Possess exceptional ability to build productive relationships, resolve complex issues and win customer loyalty.
4. Demonstrate outstanding problem solving and action listening skills – able to diffuse difficult customer situations with tact ad ease.
5. Acknowledge for unwavering commitment to providing exceptional customer service.
6. Establish and maintain computer records, including recruitment files and tests, general files and other information on sick leave, payroll, vacation pay, attendance cards, and hourly time records; maintain confidential employee information and records.
7. Maintain an accurate employee telephone list and other necessary databases.

***Academic Qualification:***

Intermediate with Economics & Commerce from Spurthi Jr College.

***Computer’s Proficiency:***

Win 95, Win 98, Win Xp,

Ms Word, Ms Excel, Ms Access,

Power Point, Ms Dos

***Typing Speed***

40 to 45 Words per Min

***Strengths:***Disciplined, Self motivated, hard working & good command in Written & Spoken English

***Personnel information:***

Nationality : Indian

Religion : Islam

Status: Visit Visa

Languages Known : English, Urdu, Hindi, Telugu

Hobbies : Cricket, Swimming& Reading Books.