

Name: **RA SMAL**

Rasmal.385862@2freemail.com

My objective is to achi eve a challenging job, where I can prove my worth and c an utilize my young energies in a constructive mann er, in a competitive e nvironment.

N ationality

D ate of Birth

Language

:

:

:

Indian

11 January 1991

English/ Fluent

Hindi/ Fluent

Arabic / Basic

**PROFESSI ONAL DET AILS**

O ffice/ Site O ffice Administration

D ocuments C ontrolling/ Secretarial Jobs

**Skills and C ompetency:**

K nowledge i n use of spre adsheets, d atabase, word processin g and selecte d job specific software A bility to kee p clear and accurate rec ords and re ports

A bility to use computer a nd rapidly input data and retrieve re cords and i nformation

A bility to org anize work load and to manage filin g methods and management techni ques G ood commu nication skills

**May 2015 to Date**

**Company: Al Barari Firm Man agement / Abwab Real State Sustaina ble Builder s LLC**

**PRO Cum Typist**

**Basic Tasks:**

Processing all visa quota, Emigrati on and Labour visa, Emirates ID (application, renewal & cancellation), can proces s governmen t related documents.

M aking the contracts for all new joiners as per offer letters.

M aking the L etter for all Salary Certi ficate, Driving N.O.C, Umra N.O.C , Etc.

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Submitting Visa in Airport against PNR Number, Cheque/Cash Collection, Cheques/Cash Deposit in Bank & Other Bank Related Works.

Passport inventory and visa bank cards, emirates id, labour cards

Establish and maintain computer records, Scanning files and records. Handling petty cash and accounts.

**April 2013 to April 2015**

**Company Name: PRO Team**

**PRO Cum Typist**

**Basic Tasks:**

Processing all visa quota, Emigration and Labour visa, Emirates ID (application, renewal & cancellation), can process government related documents.

Making the contracts for all new joiners as per offer letters.

Making the Letter for all Salary Certificate, Driving N.O.C, Umra N.O.C, Etc.

Submitting Visa in Airport against PNR Number, Cheque/Cash Collection, Cheques/Cash Deposit in Bank & Other Bank Related Works.

Passport inventory and visa bank cards, emirates id, labour cards

Establish and maintain computer records, Scanning files and records. Handling petty cash and accounts.

**2011 to 2013**

**Company** **:** **Al Madeena Group LLC**

**ACCOUNTANT**

**PROFESSIONAL DETAILS**

Keeping books of accounts up to date

Handling Petty Cash

Receiving cheques, making cheque receipts

Issuing cheques and Invoices

Managing accounts payable.

Computation & payment of wages and salaries

Liaison with Internal and external auditors

Reconciliation of Cash, Bank, Payable, Receivables & Intercompany reconciliations Assists chief accountant for finalization

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**Career Summary**

Result oriented professional with **over 6 years** of qualitative experience in Document Controller, DNRD Online and TASHEEL Works, Clerical, field.

Processing all Employee visa and Passport, Emigration and Labour visa, Medical (Online application), can process government related documents.

Typing of HR-related documents, usually appointment contracts for staff. Good typing speed both English & Arabic (60wpm)

Dealing with all government entities to furnish company's requirement, immigrations, Municipality, Ministry of Labour, ETISALAT, DEWA etc., All Online relationships with entities that can be beneficial to the company.

Submitting Visa in Airport against PNR Number, Cheque/Cash Collection, Cheques/Cash Deposit in Bank & Other Bank Related Works.

Making airport pickups/ drop offs, Hotel Booking, Travel Tickets when required. Submitting Required forms and files in TASHEEL, Labour and Emigrations Department.

Entry for all staff and employees data (passport, Emirates id, visa and Labour) computer records,

All HR-related documents, Scanning files and records.

Handling petty cash and accounts.

**Key Deliverables**

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| --- | --- | --- |
| Expert in MS Office | Filing and scanning | Arabic English Typing |
| Emigration Works | Secretarial & Office Skill | Good Contacts |
| Quick Learner | Positive Attitude | Labour Works |
| Clerical Works | Good Contacts | Emirates ID |
| TASHEEL |  |  |

***ACADEMIC QUALIFICATION***

**BCom** **Calicut University** India

**HSSC** Commerce - AKGM GOVT HSS. India

**SSLC** GVHSS KADIRUR India

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***COMPUTER STUDIES***

Course: Desktop Publishing (DTP) MS Office (Word, Excel, Power Point & Outlook)

Institute: Fast Track Computer Institute - India

Modules: FCC DOS Corel Draw

MS Windows **MS Win Word**

**MS Excel** MS Power Point

Course:

Institute:

Course:

Institute:

Modules:

**Tally, Peachtree, QuickBooks**

G-Tec Computer Institute, Kannur - India

Desktop Publishing (DTP Arabic) MS Office (Word, Excel, Power Point & Outlook)

I ball Computer Institute - India

FCC DOS Corel Draw

MS Windows **MS Win Word**

**MS Excel** MS Power Point

**PERSONAL INFORMATION**

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| Nationality | : | India |
| Languages Known | : English, Arabic, Hindi, Urdu and Malayalam |
| Driving License | : UAE Driving License (Light V) |
| Permanent Address | : | Kannur, Kerala, India |
| Current Address | : Bur Dubai, Dubai, UAE |
| Religion | : | Islam |
| Visa Status | : Residence Employment Visa (6 Years Completed) |

***HOBBIES***

Playing Cricket & Football and Travelling

***REFERENCES***

Can be provided on requirement

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