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| mustak |
| Deira,Dubai,United Arab Emirates.Visa Status : Tourist VisaC:\Users\sayedelhaddad\Desktop\Mustak\mustak\IMG_E4383.JPG |
| Objective | To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me to achieve personal as well as organization goals. |
| Skill set  | * **System Applications :** Cogen, Orion, AS 400

**Platform:**Windows XP, Vista, 7**Business Applications:**MS office suite* **Email Applications:**MS Outlook, Lotus Notes
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| professional experience | * Working as “**Executive Secretary**” for Project General Manager at **Saudi Binladin Group – ABCD** (Princess NouraBintAbdulrahman University Project, South Border Infra-Structure Project), Riyadhsince April 2010.

**Role and responsibilities:**Performing administrative and secretarial duties with wide latitude for exercising discretion and judgment. Preparing letters as instructed and in accordance with the precedent and directing letters to other staff members for their respective action. Answering telephone and replying to questions in accordance with general instructions. Reading and printing incoming mails and directing outgoing letters as instructed. Setting up and maintaining office files and keeping correspondences and reports available for reference and efficient operation of the office. Arranging for domestic and international travel with strict confidentiality.* Worked as "**Customer Support Representative**" at **Fosam Company Ltd**, Jeddah for12 months.

**Role and responsibilities:** Entering purchase orders. Coordinating between sales person, customers and transporter to dispatch the materials timely. Proper filing of the delivery notes of the dispatched materials.System application used is AS400* Worked as "**Senior Transaction Processing Officer**" at Mphasis, Bangalore (BPO, non-voice) for 3 years 9 months.

**Role and Responsibilities**: Processing new business, renewal, quotation, declaration for commercial motor fleet insurance (UK bases Insurance firm Zurich Financial Services) . Adding appropriate comments for addition, deletion and substitution of vehicles. Mentoring new agents. Helping the peers to clear their doubts while processing. Leading the team in the absence of team leader.System application used is cogen, orion.* Worked as “ **Office In-charge**” at Sona Bazar (Jewelry Showroom) for 3 years 2 months

**Role and Responsibilities**: Front office support. Maintaining employees' attendance and monitor their job & run routine office work smoothly. |
| Co-curricular Activities | * Participated in NSS activities in the college
* Participated in college cultural activities
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| additional skill set | * Certified Spa Therapist
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| Personal traits | * Team facilitator, Good Communicator
* Self-driven&Quick learner, Easily adapt to change
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| Education | **B.com** | MangaloreUniversity |
| **PERSONAL INFORMATON** | **Date of Birth:**18-02-1980**Marital status:** Married**Gender:** Male**Languages Known:** English, Hindi, Arabic and UrduPersonal Contact : mustak-397241@2freemail.com Reference : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504753686 |