**VAZEER**

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[Vazeer.383820@2freemail.com](mailto:Vazeer.383820@2freemail.com)

**Zam Zam beverages**, as an Administrative Officer, India, January 2017 to till.

**Abar food & beverages Co**, as a Clerical and Production Coordinator, Dammam, July 2012 –

Nov 2016.

**Coca Cola beverages private Ltd,** as a Data Entry Operator Chennai, India, January 2011 - June 2012.

* MS Office skill.
* Presentation skill
* Competitive analysis skill
* Good organizational and time management skills
* Confidence, motivation and determination
* Ability to work well on own and also as part of a team
* Positive decision maker
* Good team player

**SKILLS AND ABILITY**

**Languages :English**

**Arabic**

**Hindi**

**Malayalam**

**Tamil**

Master of **Business Administration,**

Manonmaniam Sundaranar University 2007, India.

Bacelor of Science in **Computer science,** ManonmaniamSundaranar University 2004,India.

**EDUCATION**

To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

**Passport No : M5118207**

**Driving License : India, Saudi**

**Marital Status : Married**

**Nationality : Indian**

**Date of Birth : 20.04.1984 20.04.1984**

**PROFILE**

**OBJECTIVE**

**EXPERIENCE**

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**AREA OF EXPERTISE**

* Organize and schedule meetings and appointments
* Assist in the preparation of regularly scheduled reports
* Develop and maintain a filing system
* Order office supplies
* Book travel arrangements
* Submit and reconcile expense reports
* Provide general support to visitors
* Provide information by answering questions and requests
* Generate reports
* Prepare and monitor invoices
* Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
* Write letters and emails on behalf of other office staff
* Maintain computer and manual filing systems
* Handle sensitive information in a confidential manner
* Coordinate office procedures
* Reply to email, telephone or face to face enquiries
* Develop and update administrative systems to make them more efficient
* Resolve administrative problems
* Receive, sort and distribute the mail
* Answer telephone calls and pass them on
* Maintain up-to-date employee holiday records
* Photocopy and print out documents on behalf of other colleagues
* Maintaining supply inventory.
* Maintaining office equipment as needed.

🛇 Playing

🙳Music

🕮Reading

✈Travel

Well versed in computers MS Office

Typing skill

Inventory control

Report Preparation

Verbal communication

Multitask

Team work

Analysis and Problem solving

Good Knowledge of Production Process

Good understanding of maintenance process

**HOBBIES**

Date:

Place:

Signature

**KEY RESULT AREA**