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|  | IMRAN **Application For Admin Position**Email Id : Imran-394130@2freemail.com Visit Visa Validity : 16-09-2019 to 13-12-2019 |

# Objective

I am looking forward to an opportunity where in I can utilize my knowledge and skills to contribute effectively to the success of the organization and also Hone my Personal skills further.

# Skills

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| --- | --- |
| Office Application | : MS-Word ,Excel, Power Point |
| Languages | : | C, C++ |
| Internet languages | : | HTML |
| Designing tools | : | Adobe Photoshop CS3, Auto CAD. |
| Platform | : | Windows XP /Vista / 7 /8/8.1/10/Linux |
| **Experience** |  |  |
| * Administrator

Admin In Charge* + Petty Cash Management (General & Transport)
	+ Daily Timesheet Management (Employees, Vehicles & Hire )
	+ Employees Database Management
	+ File And Document Controller
	+ Room Arrangement For New Employees And Visitors
	+ Report Monthly Database To Head Office
	+ Prepare Letters For Employees Queries
	+ Report Daily Database To Site Manager
	+ Vehicle And Office Key Management Store In Charge
	+ Materials Request Form (MRF) Experienced in ERP Webware
	+ Invoice And Delivery Note Controller
	+ Materials Management In Store
	+ Purchased And Maintained Office Supply Inventories
	+ Schedule Equipment Maintenance At Site
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Transport In Charge

* Travel Arrangements For Employees(Supervisors, Workers and Managers)
* Vehicle Weekly Reports And Monthly Reports
* Raise Materials Request For Vehicles Spare Parts
* Vehicle Supervising

**Location** : OXY Safah Field - Ibri (Oman) Feb (2018) to Jan (2019)

* Accounts and Admin In Charge for Electrical Projects

# Roles & Responsibilities

* + Office Managements
	+ File and Document Controller
	+ PDC Cheque Management
	+ Payment and Receipt Voucher Preparing
	+ Petty Cash Management
	+ Basic Experience In FOCUS Rt Software And Tally
	+ Employees Database Management

**Location** : Salalah and Duqm (Oman) Feb (2016)- Jan (2018)

* Worked as a Computer Hardware and Software Service and Installer as part-time for 1 Year.

**Location** : Ranipet (Tamil Nadu) 2015-2016

# BASIC ACADEMIC CREDENTIALS

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| --- | --- | --- | --- | --- |
| ***Qualification*** | ***Board/University*** | ***Year*** | ***Percentage*** |  |
| BSc Computer Science | Vellore Institute of Technology | 2012-2015 | 6.3/10 |  |
| HSLC | CSI Matriculation Hr. Secondary School | 2011 | 65.2% |  |
| SSLC | CSI Matriculation Hr. Secondary School | 2009 | 65.3% |  |

**INTERPERSONAL SKILL**

* Ability to rapidly build relationship and set up trust.
* Confident and Determined
* Ability to cope up with different situations

# PERSONAL DETAILS

|  |  |  |
| --- | --- | --- |
| Date of Birth | **:-** | 29 January 1993 (26). |
| Languages | **:-** | Tamil, English, Malayalam , Arabic and Hindi |
| Marital Status | **:-** | Single |
| Nationality/Religion | **:-** | Indian/Muslim |
| Interest & Hobbies | **:-** | Internet Browsing, Cricket, Football, Gaming |

**License Details**

License (GCC)

License Expiry Date : 19-02-2028 License Issued At : Salalah (Oman)

Driving License : Available - GCC License (Oman)

**Available To Join : Immediately /** Willing To Relocate Anywhere

# DECLARATION

I do hereby declare that the above information is true to the best of my knowledge

|  |  |
| --- | --- |
| **Place : Dubai** | **Imran**  |