

**Faizal**

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**CAREER OBJECTIVE**

To work in a professionally managed institution where I can utilize my capabilities for the achievements of the institutional goals and update myself. I will endeavor to be always ready for challenges, at the same time remain steady to accomplish my objective.

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Institution** | **Percentage** |
|  |  |  |
| Bachelor of Business | Mangalore University, Mangalore, | 65% |
| Management (BBM) | Karnataka, India |  |
|  |  |  |
| Pre-University Course | Department of Pre-University Education | 60% |
|  | Board, Mangalore, Karnataka, India. |  |
|  |  |  |
| Secondary School Leaving | Karnataka Secondary Education | 72% |
| Certificate (S.S.L.C) | Examination Board, Mangalore, Karnataka, |  |
|  | India. |  |
|  |  |  |

**PROFESSIONAL EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| **Year** | **Position** | **Company name** |
|  |  |  |
|  June 2010-Apr 2011 | Workers Controller | City center a leading (selling Co.) |
|  |  | Mangalore. India. |
|  |  |  |
|  June 2011-Dec 2012 | Document Controller | Indo Ply wood factory |
|  |  | Mangalore. India. |
|  |  |  |
|  May 2013-Nov 2015 | Senior Document |  |
|  | Controller | KSA. |
|  |  |  |
|  |  |  |
|  Nov2015-Mar 2017 | Senior Document |  |
|  | Controller |  |
|  |  | KSA. |
|  |  |  |
|  |  |  |
|  Mar2017-Till Date | Senior Document |  |
| 2018 | Controller | KSA. |
|  |  |  |
|  |  |  |

**PROFESSIONAL RESPONSIBILITES**

* Preparing Regular and Periodic Reports and Summaries of Account of client.
* Preparing Account Receivables and Payables.
* Managing petty cash.
* Preparing Accounting Reports to the Document.
* All other Document related jobs as assigned.
* Hiring, training and general management of all employees on the project
* Monitoring performance of sub-contractors and staff
* Monitoring project budget
* Accomplishing project by defining the scope and resources required
* Allocating resources, materials, sub-contractors and other staff
* Maintaining a safe, secure and healthy work environment by adhering to and enforcing safety codes

**COMPUTER SKILLS**

* *MS WORD, MS POWERPOINT, MS EXCEL*

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* *AUTOCAD, PRO – E, ANSYS & CFD*

**PERSONAL INFORMATION**

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| --- | --- | --- | --- |
|  | *Date of Birth* | : | *10March, 1991* |
|  | *Gender* | : | *Male* |
|  | *Mother* | : | *Kannada* |
|  | *tongue* |  |  |
|  | *Nationality* | : | *Indian* |
|  | *Marital Status* | : | *Married* |
|  | *Languages* | : | *English, Hindi, Kannada, Malayalam & Arabic.* |

**DECLARATION**

*I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.*

***Faizal***