





ABDURRAUF

UAE Experienced Admin/ Secretary/ Accountant

An enthusiastic and result oriented post graduate with excellent communication skills, looking for public relation/ office administration assignments

 abdurraufmp@gmail.com

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Career Objective

Seeking an employment opportunity with a reputed organization in Office administration/ Secretary/ Accounting/ Public Administration/ Public Relation/ HR/ Record Keeping/ Document controlling/ Translation/ Training & Education/ Front Office Management to utilize my knowledge, personal skills and inherent strengths to contribute for the growth of the organization and to groom myself to an outstanding professional

Core Competencies

Typing
Emirates ID
Entry Permit
Medical Fitness
Vehicle license renewal
Residence visa
Driving license application
Labor card documentation
Translation

Organizational Experience

Typist cum Accountant at *Al Yaseen Trading Information Services LLC, UAE* from March 2019 to Aug 2020

Company Profile: A reputed establishment dealing with typing, information services, legal translations, legal documentations, licensing, authority approvals etc. in Ajman

Expertise :

- Carried out all typing related services
- Expertise in typing **Emirates ID** issued by Federal Authority for Identity and Citizenship
- Fluent in GDRFA **entry permit** processing and typing
- Carrying out application for **medical fitness** required for residence visa
- **Labor card** processing under MOHRE
- **Vehicle license** renewal
- Payroll management and accounting
- Translation to/from English from/to Arabic
- **Residence visa** typing

Office Admin cum PRO at *Yaseen English School, Jammu and Kashmir, India* from Aug 2018 to Dec 2018

Institute Profile: Leading educational and charity organization in North India under the guidance of *Jamia Markazu Ssaquafathussunniyya, India*

Highlights :

- Carrying out the office administration works including public relations and interactions, front office management, record keeping etc.
- Conducting and arranging meetings with staffs, parents, service providers and management representatives based on requirements
- Drafting formal letters, reports and other documents required for the day to day running of the institution
- Supervising and guiding the HR and Accounts departments
- Served as the representative of the management to ensure the smooth running of the institution
- Giving training for the staffs and students in extra-curricular activities to improve their personal and presentation skills



Career Timeline

Mar 2019 - Aug 2020

Al Yaseen Trading Information Services, UAE

Aug 2018 - Dec 2018

Yaseen English School, Jammu & Kashmir, India

July 2018

Master's Degree

July 2015

Bachelor's Degree



Academic Details

Master's Degree

Master of Arts (MA) degree in **Public Administration** from **Jamia Millia University, New Delhi, India** in 2018

Major Subjects: Public Administration, Administrative Theory, Public Policy, Human Resource Management, E-Governance, Research Methodology

Bachelor's Degree

Bachelor of Commerce (B.Com) degree from **University of Calicut, Kerala, India** in 2015

Major Subjects: Auditing, Accountancy, Income Tax, Business Communication, Cooperative Management, E-Commerce Management, Business Regulatory Framework

Bachelor Degree in Islamic Jurisprudence , 'Al Fa-dhili' degree from **Jamia CM Markaz, Malappuram, Kerala, India** in 2018

Diploma Certification

Diploma in Computer Applications, Business Accounting and Multilingual DTP (CABA MDTP) from **National Council for Promotion of Urdu Language, Under Ministry of HRD, India** in 2013

Diploma in Urdu Language from **National Council for Promotion of Urdu Language, Under Ministry of HRD, India** in 2013



Technical Skills

- **Operating Systems:** Microsoft Windows 10, Windows 8, Windows 7 and Windows XP
- **Softwares:** Tally, Adobe Photoshop, Corel Draw, HTML, MS-Office applications like Microsoft Word, Excel, Powerpoint

Personal Profile:

Date of Birth:	28 th February 1993
Nationality:	Indian
Permanent Address:	Mothirapeedika, Marayamangalam PO, Palakkad, Kerala, India- 679335
Languages Known:	English, Arabic, Urdu ,Hindi and Malayalam
Passport No. :	S 2905105