

# CURRICULAM VITAE

MOHAMED SATHAM HUSSAIN

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Visa Status : Cancellation visa



## Objective

I am seeking employment with a company where I can grow professionally and personally. To use my skills in the best possible way for achieving the company's goals. To solve problems in an effective/creative manner in a challenging position. To prove myself dedicated, worthful as IT support engineer in a progressive Organization that provides me challenging, innovative work environment & opportunities for career growth and personal development

## PROFESSIONAL QUALIFICATIONS

DIPLOMA IN ELECTRONICS AND COMMUNICATION ENGINEERING IN  
DEPARTMENT OF TECHNICAL EDUCATION ,INDIA WITH FIRST CLASS (2011 -2014).

## WORK EXPERIENCE

- **Designation** : Messenger
- **Company** : Kawader Services LLC (Subsidiary of ADIB Bank).
- **Duration** : Nov 2016 – Oct 2020

## RESPONSIBILITIES

- Maintaining and scanning all the documents.
- Collecting and Dropping the cheques.
- Install the computer and printers.
- Access WPS (wages protection system).
- Answering all the calls to customers.
- Done the Back office (Filing and Documentation) works.
- Submit the Documents in Respective Authorities inside the bank.
- Sending the Documents via E- mail and Couriers.
- All Operational (Retailbanking) department works are done in the bank.

## **Working Departments:**

- **Inside Messenger at Home Finance Department (HFD).**
- **Retail Banking Operation (RBO).**
- **Branch Operation and Customer and Relation Management (CRM).**
- **Audit Department in Abu Dhabi Islamic Bank(ADIB) at Abu Dhabi.**
- **Private Banking Group (PBG).**
- **Business Banking Department (BBD).**
- **Group Compliance Department (GCD).**
- **Training Department.**

- **Designation :Messenger**
- **Company : Salam Studio and Stores.**
- **Duration : Feb2015 – Aug 2015.**

## **RESPONSIBILITIES**

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- **Handling the invoice files.**
- **Scanning all the documents.**
- **Collecting and dropping the cheques in the bank.**

- **Designation : Quality Control Department**
- **Company : Royal Enfield Motors.**
- **Duration : August 2014 – May 2015.**

## **RESPONSIBILITIES**

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- **Maintain all the vehicle document.**
- **Scanning all the documents.**
- **Collecting all the spare parts materials from reputed company.**
- **Assembling the machinery parts.**

## **COMPUTER SKILLS**

- **Computer Basic.**
- **MS –Office Package.**
- **Windows XP/7/8.**
- **Computer Hardware and Networking.**

## LANGUAGE KNOWN

- **English**
- **Hindi**
- **Malayalam**

## PERSONAL INFORMATION

**Father name** : Noor Mohamed  
**Gender** : Male  
**Date of Birth** : 18/01/1990  
**Marital Status** : Married  
**Nationality** : Indian  
**Passport No** : J6934988  
**Date of Expiry** : 16 - AUG - 2021  
**Availability** : **Available on Request**

I hereby declare that the above-mentioned information is correct to the best of my knowledge and I bear the responsibility for the correctness of the above-mentioned

**MOHAMED SATHAM HUSSAIN.N**