

CURRICULUM VITAE

Abdul Kader

kaderyousaf@gmail.com

+971 56 4644309



Career Objective:

Trained and Enthusiastic individual with strong work ethics seeking a challenging position in Secretarial, Documentation, HR Administration or Office Administration. Desire to work in a professional environment with opportunity for carrier growth. Willing to relocate to achive my career goals.

Work Experience:

Premier Auto Parts LLC, Dubai, U.A.E

Position: **Office Administrator / In charge**

Project Location: **Al Quoz - 3**

Period: January 2020 to till Work

Responsibilities:

- Maintain Records of all Incoming and Outgoing Stocks.
- Handling Petty cash, Preparation of petty cash vouchers.
- Maintaining General office files, including job files, vendor files, and other files related to the company's operations.
- Day book Accounts and daily cash sales handling, Credit and cash customer statement preparations.

Kharafi National, Abu Dhabi, U.A.E

Position: **Secretary / Office Administrator**

Project Location: **Dubai Creek Harbor Project (DCH-DCP02)**

Period: December 2014 to November 2019

Responsibilities:

- Office Documentation Handling, IOM Maintaining Material Request Files, Filing and Updating ERP System (Oracle Program).
- Inter Office Memo Preparing, Client letter and Subcontractors Letter Preparing.
- Maintenance Employee Data Including Renewal and Status (Visa, Residence Permit, Work Permit).
- Annual Leave, Sick Leave and Staff Time sheet Creation ERP System (Oracle Program)
- M.R. and FAR Preparing, Payment Certificate Preparing.
- Reimbursement Revolving Fund Handling, Entering for ERP System (Oracle Program).
- All Documents Filling, Incoming Documents and Outgoing Documents. All Documents Receiving and Distribution.
- Daily Activity Report Entering with Oracle Program System (ERP)

- Preparation of Material Requisition Memo and Cash Request.
- LPO and Invoice Log Maintain, Incoming Fax and Outgoing Fax Log Maintain.
- New Contract Agreement Documents Preparing, Agreement Renewal Documents Preparing.
- Documentation of all project related files, Submission on of documents. Data Scanning and Filing.
- Telephone Attending and Main Reception area handling.
- Different types of forms preparing, Office Service Request, Equipment Request, Temporary Transfer of Company Vehicle Request etc...

Kharafi National, Kuwait

Department: **IT Department**

Position: **Secretary**

Period: Feb 2010 to November 2014

Responsibilities:

- IT Request Receiving and Distribution, Entering for ERP System (Oracle Program).
- IT Asset Bill Generation, Monthly IT Asset Report Entering Oracle Program.
- Scheduling Video Conference in Outlook Access, User email and Password reset.
- IT ERP Access and ERP Changing Request Receiving and Distribution, Log Maintain.
- International Call from Extension Arranging, Supplier Handling.
- It Asset Service Request Preparing and Log Maintain.
- IT Password Resetting Works in AD Manager. Training and Guiding the Users for Changing email Password.
- Documentation of all project related files, Submission on of documents. Data Scanning and Filing.

M/s A.D.M.M.I, Abu Dhabi and Al Ain U.A.E

Position: **Sales Executive**

Period: June 2006 to January 2010

Responsibilities:

- Sales and Marketing local and overseas dealer.
- Preparing marketing and sale strategy.
- Setting up pricing strategy, and managing CGM (Contribution Gross margin).
- Assist and support Sales and Marketing in corporate meetings and presentations.
- Prepare Weekly and Monthly Production and sales Target.
- Developing marketing tools and materials.
- Conduct Market competitive analysis, Market share analysis and business Potential.
- Planning and implementing marketing activities.
- Handle communication, PR and media relation.

Abu Dhabi Commercial Bank, Abu Dhabi, U.A.E

Position: **Office Clerk**

Period: January 2000 – May 2006

Responsibilities:

- Organize and maintain filing system in various departments i.e., L/C Department, Loan & Credit Department, Current Account Department etc.
- Maintain records of inward mail, sorting and distribution to the concerned departments.
- Arrangement of vouchers and clearing cheques
- Cash deposit and collection to/from Central Bank.
- Collection of E-Dirham Card from Head Office
- During the absence of Store In- charge, responsible for Stores
- Assistance to cheque book issuing Department
- Responsible for PABX System during the absence of Telephone Operator

Educational Qualification:

- **Post Graduation Diploma in Computer Applications** (P.G.D.C.A.)
- **Diploma in Automobile Engineering** from Board of Technical Education, Kerala, India.
- **Certificate in Foundation course of Civil Auto CAD**
- **Certificate in Foundation course of Photo Shop**
- **Pre - Degree** from University of Calicut, Kerala, India
- **Secondary School Leaving Certificate** from Board of Public Examination, Kerala, India.

Personal Details:

Nationality	: Indian
Sex	: Male
Age & Date of Birth	: 42years, 30 th May 1977
Marital Status	: Married
Language known	: English, Hindi, Arabic and Malayalam
Address	: Post Box: 25693 Abu Dhabi
Visa Status	: Residence Visa (Transferable)
Driving Licence	: Holding Valid UAE Driving Licence

Core Strengths:

- Competitive market Analysis.
 - Excellent presentation skills.
 - Strategic planning skills.
 - Delivering uncompromising results.
 - Focused on the future
 - Business development.
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Area of Expertise:

- Foundation in Civil AutoCAD
 - Foundation in Photo Shop
 - Thorough with window based computer application (MS Office Packages)
 - Thorough with Internet & E-mail
 - Well conversant with secretarial procedures
 - Typing Speed 40 words per minute
 - Good telephone manner
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