

CURRICULUM VITÆ

ABDUL QAYUM

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Al Rashidiya Dubai (U.A.E)



Career Statement

I aspire to work in a dynamic, competitive and result oriented environment that will expose me to new challenges and enable me to grow by continuous innovation and research. As a part of a team as well an individual, I hope to contribute to the growth of organization through my knowledge and skills.

- Subject Applying for Sales / P.R.O. or Supervisor

Personal Details:

- Date of birth : 30/04/1989
- Nationality : Indian
- Religion : Islam
- Sex : Male
- Marital Status : Married
- Languages Known : English, Arabic and Hindi and Kannada
- Visa Status : Visit Visa (22/02/2020 to 22/05/2020)
- Passport No. : T1694559

Educational Qualification:

- ✓ S S LC – From Vidyaniketan Public School
- ✓ P U C – From Vidyaniketan Pre University College

Technical / Computer Education

- ✓ Diploma in Computer Application (DCA) at MIT Manipal (MICE)

Work Experience:

- Worked as a Sales Person (Spare Parts) with KHALIFA BIN EID GENERAL TRANSPORT EST for 4 years.
- Worked as a PRO / SALES MAN (Gold & Diamonds) with PRESTIGE GALLERY LLC for 5 years.

- Presently working with ENTEGRA FM BUILDING MAINTENANCE LLC as a SUPERVISOR/PRO since June-2018 to 23/11/2020

Duties:

- Direct Contact with all Government departments and good working relationship with all departments ensuring all official formalities and completed on time.
- Ensuring that all visa applications such as visit Employment, Residences, Termination and completed on time in order to comply with UAE rules and regulations.
- Ensure all license applications, Official approvals and permits are followed up properly to avoid unnecessary violations.
- Ensuring that all visa, medical and labor permits are up to date and arranging for their timely renewal.
- Coordinate with government authorities to with the new rules Develop relationships with government departments in order to ensure are resolved diligently.
- Handling the responsibilities of admin department, Coordinating the work of housekeeping, reception, drivers and other admin related activities upon requirement.
- Supervision of all labours.

License Details:

- License No : 1506294
- Category : Light Vehicle
- Issue Date : 04/11/2009
- Expiry Date : 04/11/2020
- Place Of Issue : Dubai

Declaration:

I hereby declare that the above information is true and correct to that best of my knowledge and believe.

Abdul Qayum