



Dear Sir/Madam

OBJECTIVES

To contribute towards the growth and development of a dynamic organization where there are ample opportunities to grow both professionally and personally and where I can utilize my skills and experience efficiently and effectively

ACADEMIC CREDENTIAL

- **Pre degree Education** in Commerce from Calicut university, Kerala, March 1991
- **Secondary School Living Certificate(SSLC)** from Board Exam, Kerala, March 1989

PROFESSIONAL CREDENTIALS

- Microsoft Office.
- **UAE Driving license** (License no: 2693590)
- **KSA Driving license** (License no: 2199889094)
- **Indian Driving License** (License no: 1320/2000/pn)
- PWD contract license from Government of Kerala.

SERVICE RECORD

Company : **Western Industries Pvt Ltd** Valayar Palakkad, Kerala
Period : From March 1996 – April -2000.
Designation : Machine Operator.

Company : **Nijitha Contracting company. Mannarkkad, Kerala**
Period : From April – 2000 to April 2004
Designation : Driver cum Site Supervisor

Abdul Nazar Mulayan Kayil**RESUME**

Company : **Land Mark Arabia, Soudi Arabia (KSA)**
Period : From May – 2004 to July 2018
Designation : Head Cashier

Company : **Gulf Ware housing Company GWC - Qatar**
Period : From October 2019 – October -2020.
Designation : Officer Operation (Office Documentation)

Company : **MAJARAT GENERAL TRADING** Abu Dhabi, UAE
Period : From December 2020 – Till the date
Designation : Sales Coordinator.

WORK DESCRIPTION

- Operate Machine as per production requirement and supervisor instruction.
- Routine checkup and periodical maintenance for all equipment.
- Record daily production and delivery notes.
- Supervision of field activities as per the approved contract.
- Coordinate with site engineers and distribute workers to different locations as per requirement.
- Record daily attendance of workers and submit to site office.
- Request vehicles and equipment as per site requirement and deliver to respective sites.
- Collect and delivery of office related documents, mails and materials.
- Worked as cashier and head cashier in Land Mark Arabia at KSA.
- Prepare and record all sales record daily basis and report to shop manager.
- Check stock list and report daily basis.
- Send purchase request and follow up until deliver to shop.
- Prepare sale invoice, GRV and monthly statement
- Follow up statement and cheques with accounts departments of various client.
- Maintain proper records of purchase order, invoice, monthly statement, GRV notes, payment receipts etc.
- Deal with Different clients and buyers for purchase order and improve sales target.
- Deliver materials as per purchase order to different locations.

PERSONAL INFORMATIONS

➤ Permanent Address :

Mulayan Kayil House
Pathukudy
Mannarkkad Post
Palakkad, Kerala
India Pin: 678582

- Sex : Male
- Date of Birth : February 01, 1972
- Passport No : L0001286
- Nationality : Indian
- Languages Known : English, Arabic, Hindi and Malayalam
- Mobile No : +971 508535259
- Email : abdulnazar.n@yahoo.com
- Visa status : Visit Visa

Abdul Nazar Mulayan Kayil