

CURRICULUM VITAE

K.SHEIK DAWOOD

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Valid: UAE Driving License

Application for Office Assistant cum Car Messenger



Total Years of Experience: 5+ Years

Objective:

To secure a position in a progressive and dynamic organization and to share my Knowledge and expertise in a productive manner. I thrive in achieving goals Especially to work as part of the company and to provide administrative support In an office environment.

Experience:

Feb 2008: Worked in Dreams Pinnacle as Salesman cum driver in Trichy for 4 months.

July 2009 to Dec 2010: Worked in “Assistant Accountant” in Brained Computer Center, India

Dec 2011 to 2012: Worked as an “Assistant Accountant” cum driver in Uswa General Trading, Dubai

Jan 2013 to Oct 2014: Worked as a Annai Pharmacy Wholesale delivery cum driver in Thanjavur, India

Nov 2014 to Jan 2017: Worked as a driver in United Arab Emirates

July 2018 to Present: Worked as a Car Messenger with Home Artist Decoration, United Arab Emirates

Duties and Responsibilities:

- Dealings with bank, debtors, creditors & monitoring stock.
- Review of Final Accounts periodically.
- Provide monthly summarized reports to the management on actual basis.
- Interacting with internal and external auditors.
- Pick and drop Dubai & Abu Dhabi
- Supervisor, Site In-Charge, Foreman & Driver.

Education:

Bachelor Degree in Commerce (B.Com) from Bharadhithasan University – India

Computer Skills:

- Proficiency of Financial Accounting System in Tally 9.
- MS -Office, MS-Word and MS-Excel
- Systems Administrator
- PC architecture, PC Assembling & Trouble Shooting

Additional Qualification:

- Holder of Valid U.A.E Light Vehicle D/ License & Quick learning skill,
- Ready to work under pressure, believe in team work,
- Goal oriented, Capable in handling multi-tasks

Personal Information

Name : Sheik Dawood .K

Father's Name : Kamaludeen. P

Nationality. : India

Religion : Muslim

Date of Birth : 11th June 1987

Marital Status : Married

Languages known : English, Hindi and Tamil, Malayalam

Visa Status. : Employment (Available to Joint Immediately)

Declaration:

I hereby declared that all the information furnished above is true to the best of my knowledge and belief.

Date:

Yours Sincerely

Place

(K.SHEIK DAWOOD)