

CURRICULUM VITAE

ABOBACKER SABAD KM

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SYNOPSIS

Young, energetic and result oriented **B.com professional** offering More than Six years of experience. Persuasive communicator with exceptional relationship management skills with the ability to relate to people at any level of business and management; highly ethical, trustworthy and discreet;

- Three years of experience as a Logistics Assistant in Saudi Arabia.
- Two years of experience as an Administrative Assistant Saudi Arabia.
- Two years of experience as an Assistant Accountant in India.
- Professionally qualified with a Bachelor in Commerce.
- Post Graduate Diploma in Computerized Financial Accounting.
- Experience with Microsoft Office (Word, Excel and Outlook)
- Excellent communication and influencing skills.

PROFESSIONAL EXPERIENCE

❖ CTW Logistics Riyadh, Saudi Arabia [2016-2021]

✓ Duties and Responsibilities as a **Logistics Assistant** [2018-2021]

- Receiving and checking deliveries to ensure that the correct amount and type of stock is delivered.
- Signing delivery notes upon receipt of shipments.
- Heeding notes about appropriate procedures for handling stock, particularly when fragile.
- Unpacking items and arranging these on shelves, if needed.
- Preparing our clients' orders by gathering and loading stock.
- Ensuring that the facility remains clean, sanitary, and well-organized.
- Reporting all breakages and spills.
- Offering assistance to other staff in the department during lulls in your day.

✓ **Duties and Responsibilities as an [Administrative Assistant](#) [2016-2018]**

- Provides administrative support to ensure efficient operation of office.
- Answers phone calls, schedules meetings and supports visitors.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
- Makes travel arrangements for senior staff such as booking flights, cars, and hotel or restaurant reservations.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Provides information by answering questions and requests.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.

❖ **FASION GARMENTS Wholesale Dealers in Dress Materials & Readymade, India.**

Job Title: [Assistant Accountant](#) [2014-2016]

ACADEMIA

- ❖ **B.Com** from Kannur University in 2013.
- ❖ **XII (Commerce)** Board of Higher secondary, Kerala in 2010.
- ❖ **X** Board of secondary Govt. of Kerala in 2008.

TECHNICAL SKILLS

- ❖ **PGDCFA** – Post Graduate Diploma in Computerized Financial Accounting
[Tally ERP.9, Peachtree, QuickBooks, Tradeasy]
- ❖ **MS-Office** - [MS-Word and MS-Excel]

PERSONAL MINUTIAE

Date of Birth : 05th August, 1992
Linguistic Proficiency : Arabic, English, Hindi, & Malayalam.
Passport No : M6047785
Visa Status : Visit Visa [Till 17th January 2022]

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