



ASKAR HAKKEEM

Office Assistant

Contact me

Phone

+971-567128209

Email

askartirurcp@gmail.com

Language know

- English
- Hindi
- Malayalam
- Tamil
- Basic arabic

TECHNICAL SKILLS

- Adobe photoshop
- MS Office
- Adobe page maker
- Adobe illustrator
- Adobe premier
- Maya optional
- Adobe page maker

CAREER OBJECTIVE

Seeking a challenge position with a future oriented company offering opportunities for growth and advancement, where can utilize my skill such as administration with expertise in information technology.

EDUCATIONAL QUALFICATION

- Diploma multimedia graphics -SSM poly technical college-INDIA
- Higher Secondary (+2) Government of Kerala
- Secondary (10th) Government of Kerala
- Hardware networking course completed (short term)

PROFESIEONAL EXPERIENCE

- **OFFICE ASSISTANT CUM PRO (12 years of experience)**
DEVELOPMENT CONSULING ENGEERING, DUBAI 2008 - 2020
- **TRINER GRAPICS DESIGH (2 Year of experience)**
SAFAYA COMPUTER ACADEMY KERLALA - INDIA
- **GRAPHIC DESIGNERS (2-year experience)**
HARITHA STUDIO KERALA -INDIA

KEY RESPONSIBILITIES HANDLED

- Answering incoming calls in a professional manner.
- Organizing meetings with clint and contractor
- obtain new employment visas / work permits for all expatriate employees
- keeping all consultancy agreements shop drawing, material approval documents
- Maintaining suitable and sufficient office stationery levels.
- Arranging interviews and confirming interviews by email.
- good knowledge of architecture and MEP drawings
- Order supplies and schedule office equipment maintenance
- Handling bank and company check & petty cash petty cash management

PERSONAL PROFILE

Date of birth : 08/08/1987
Marital status : married
Nationality : Indian

PASSPORT DETAILS

Passport number : R8135935
Date of expiry : 07/08/2027
Visa status : tourist visa
Status : can join immediately

DECLARATION

I hereby declare that all the detail furnished above are true to the best of my knowledge

Serial No. : CNE - 892



Seethi Sahib Memorial Polytechnic College

TIRUR KERALA INDIA

Continuing Education Cell



Established under
Canada - India Institutional Cooperation Project (CIICP)

Certificate of Competency

This is to certify that

ASKAR HAKKEEM, C.P

has successfully completed One Year Diploma in

"Creative Graphics & Multimedia"

under the Continuing Education Cell at S. P. M.

*Polytechnic College on **17 AUG 2007** The list of*

competencies is furnished overleaf.

Manager
Con. Ed. Cell

Date of issue: **25 SEP 2007**



Principal

LIST OF COMPETENCIES

Adobe Photoshop

Raster & Vector Images - Document Settings - Colour Modes - Tool Palette - Layer Concept - Blending Modes
Retouching Tools - Feathering - Path - Extracting & Grouping of Layers - Filters - Vector Mask & Quick Mask
Actions - Channels - Scanning - Printing Concepts

Adobe PageMaker

Document Settings - Control Palette, Ruler Setting, Guides - Text Wrapping - Book Work with Edit Story - Use
Plugins Styles - Printing Concepts - ISM - Tab Setting

CorelDraw

Document Settings - Tool Palette - Layout Creation - Power Clip - Text Formats - Page Setup - Exporting &
Importing Files - Bitmap Effects - Barcode - Service Bureau - Developing a Calendar with VB - Shaping -
Artistic Media - Lens - Different Dockers - Printing Concept

Adobe Illustrator

Document Settings - Creating Basic Shapes - Tools in Tool Palette - Advanced Drawing - Making of Different
Brushes - Text Variables - Paragraph Styles, Graphic Styles, Swatches - Blending Options - Mesh & Gradient
Mesh Symbols - Filters & Effects - 3D Effects - Clipping Mask - Printing Concepts

Adobe InDesign

New Publication - Working with Multipage Document - Manipulating & Orchestrating Objects - Text
Fundamentals - Editing Text Character & Paragraph Attributes - Tabs and Tables - Text Wrap - Clipping Path
Special Effects - Modifying Shapes & Paths - Preparing for Printing - Book & Long Document Publishing

Sony Sound Forge

Samples - Sound Recording - Editing & Mixing - Sound Effects - Video Attaching

Adobe Premier

Creating a Project - Capturing & Editing - Tools - Tracks - Effect Control - Video Effects - Audio Editing &
Effects - Transitions - Titling - Chrome & Blue Screen - Special Effects - Creating Film Strips - Creating &
Rendering a Digital Movie

Macromedia Flash

Drawing Objects - Tool Palette - Key Frame Animation - Onion Skin - Libraries - Symbols - Motion Tween -
Shape Tween - Motion Guides - Masking - Alpha and Tint - Looping - Events - Sound - Action Script -
Commands - Exporting

Macromedia Director

Drawing Objects - Tools - Cast to Time - Real Time Animation - Library - Vector Graphics - Behaviors - Button
Navigation - Quick time & AVI Videos - Media & Text Effects - Exporting

Autodesk 3ds Max and Character Studio

Geometry - Shapes - Lights - Camera - Helpers - Space Warps & Systems - Modify - Hierarchy - Motion -
Display - Animation - Texturing - Modeling - low Poly, Nurbs, Surface, Spline, & Mesh - Video Posting -
Environmental & Dynamic Effects - Reactor - Rendering - Bones - Skin - Biped - Physique - Foot Steps -
Motion Capture

Discreet Combustion

Tour a Combustion Workspace - Creating Composites in 2d Space - Compositing in 3d Space - Camera & Light
Using Paint - Retouch a Clip - Tracking & Stabilizing - Keying - Using Mask - Color Correcting - Animating
Particle Effects - Working with Paint Selections - Animating Layers in 3D space - Working with Motion
Graphics

Autodesk Maya (Optional)

Introduction - Polygon Modeling - Nurbs Modeling - Character Modeling - Material - Lighting & Camera -
Bone Setup - Application of IK & Bind Skin - Bone Animation - Character Animation - Paint Effect & Fur

List of Competencies

Computer Fundamentals

Application - Characteristics - Classifications - Generations - Hardware and Software - System Software and Application Software - Block Diagram - Programming Languages - Memory Devices - Input/Output Devices.

Operating System

Microsoft DOS - Internal and External Commands - Error Messages - Microsoft Windows - TUI & GUI - Windows Based Applications - File Management - Accessories - Control Panel - Display Management - Calculator - Calendar - Notepad - WordPad - Paint Brush.

Microsoft Office

Ms Word - Creating, Editing, Formatting and Printing of Documents - Tool Bars - Inserting, Editing, Deleting, Sorting, Splitting and Merging of Tables/Cells - Mail Merge - Create/Open Main Document - Create/Open Data Source - Merging.

Ms Excel - Worksheets - Formatting Text and Performing Mathematical Calculations - Formulas - Database Operations - Filtering Data - Editing a Cell - Cell Alignment - Automatic Calculations - Charts.

Computer Assembling And Software Installation

Components - Power Connections - Data Cables - SMPS - Motherboard - Processor - Serial/Parallel/USB Ports - Expansion Slots - RAM Modules - FDD - HDD - CD ROM - Peripheral Connectivity - Keyboard - Mouse - VDU - Printers - Sound Cards - Speakers - Telephone Line/Modem Connectivity - OS and Application Software Installation.

Internet

Configuration - Web Browsing - Search Engines - Chat - e-Mail.

टिप्पणी / OBSERVATION

विशिष्ट सेवा / MISCELLANEOUS SERVICE

पिता / कानूनी अभिभावक का नाम / Name of Father / Legal Guardian

HAMZA CHAKKUNGA PARAMBIL

माता का नाम / Name of Mother

SAJITHA THOTTI VALAPPIL

पति या पत्नी का नाम / Name of Spouse

BADIRA

पता / Address

CHAKKUNGAPARABIL HOUSE

ALINGAL TRIPRANGODE PO

MALAPPURAM DT KERALA

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue
G4253007 31/08/2007 MALAPPURAM

फाइल नं. / File No.

UAED16626617

OLD PPT CLD AND RETURNED