

CURRICULAM VITAE



NAJMUDDIN TP

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Abudhabi,UAE

OBJECTIVE

An accomplished professional with 18 years of experience in **Manager,Office Admin,Messenger and office assistant in UAE** Seek a challenging environment that encourages continuous learning and creative exposure, which stimulates professional growth.

EDUCATIONAL QUALIFICATION

COURSE PASSED	BOARD/UNIVERSITY	NAME OF INSTITUTION
10th	Board of Kerala Public Examination	VKPKHMRVHSS PADNE, Kasaragod, Kerala.
12th	Board of Vocational Higher Secondary Education,	VKPKHMRVHSS PADNE, Kasaragod, Kerala
Certificate Course in Accounting	Electronic Corporation of India Ltd	One Zero Computers, Payyannur, Kannur, Kerala

COMPUTER/TECHNICAL SKILLS

Basic knowledge in MS Office
Internet & e-mail operations
Good Communication Skill
Accounting in Tally

INTERESTS

Reading Books
Driving

WORK EXPERIENCE

Organization : Burger Cafeteria ,Abu Dhabi

Position : Manager

Duration : Sep 2016- Aug 2020

Job Responsibilities

Establishing and maintaining existing, relationships with customers.
Managing and interpreting customer requirements.
Persuading clients that a product or service will best satisfy their needs.
Preparing reports for head office.

Analyzing costs and sales.
Offering after-sales support services.

Organization : Alliance Insurance co. in AL Ain Brance

Position : **MESSENGER/ OFFICE ADMIN**

Duration : 1st December 2004- 31st March 2016

Job Responsibilities

Customer Attending (Policy Sales & Claims) .
Motor Claims (open claims, total loss, settlement for premium claims). .
Review individual applications for insurance to evaluate degree of risk involved and determine acceptance of applications. .
Process applications for, changes to, reinstatement of, and cancellation of insurance policies. .
Creating a new customer database system.
Appraise automobile or other vehicle damage to determine cost of repair for insurance claim settlement and seek agreement with automotive repair shop on cost of repair.
Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.
Additional work assigned; Company Representative in Municipality and Police Departments (Trade License Renewal and accident's filming.

Al Fajr Abu Dhabi, United Arab Emirates

Organization : OfficeAssistant

Position :

Duration : ¹ February 2002 -1st November 2004

Job Responsibilities

Maintain Accounts Receivable & Payable invoices processing and documents clearance.
Reporting the accurate and timely payment of all staff salaries and expenses, making the appropriate statutory deductions- for all divisions of company.
Reporting: supporting internal reporting requirements e.g. annual leave, intercompany reports.
Interact with internal and external auditors in completing audits.
Proficient in MSOffice(Excel,PowerPoint, Word.

PERSONAL DETAILS

Name	:	NAJMUDDIN TP
Address	:	Flat No: 301 Electra Street, Abu Dhabi
Age and Date of Birth	:	42 Years& 7th July 1978
Father's Name	:	Late Ibrahim
Sex	:	Male
Nationality	:	Indian
Religion	:	Islam
Marital Status	:	Married
Languages Known	:	Malayalam, English ,Hindi and Arabic .
Driving License	:	Valid UAE License No: 2448430
Passport No	:	M1488929

DECLARATION

I authorize the verification of the above information and any other necessary enquiries that may be required to determine stability or the employment. I confirm that the information given above is true to the best of my Knowledge and belief.

Place : Abu Dhabi

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