



IMTHIYAS AHMED M
CIVIL ENGINEER
Contact No : +971- 508488143
E-mail : imthiyazraja@gmail.com

OBJECTIVE

Finding a satisfying position where one can practice my skills within an appreciated pattern, secure a rewarding and challenging position in the fields of accounting and sales with a quality organization leading to increase responsibility and career advancement.

INTERPERSONAL SKILL :-

(Accounting) (Deadline-Oriented) (Reporting Skills) (Communication) (Attention of Detail) (Coordination)
(Thoroughness) (Quality Focus) (Microsoft office)

ACHIEVEMENTS :-

- Participated in various National level technical seminars and symposiums conducted by various colleges and universities.

PERSONAL DETAILS:-

Date of Birth : 6th July 1994

Gender : Male

Languages Known : Tamil, English, Hindi, Malayalam, and Arabic

Marital Status : Single

Nationality : Indian / Muslim

Interest & Hobbies : Reading Technical, Books, Football, Cricket & Bike Race

ACADEMIC QUALIFICATION:-

- B. Tech. (Civil Engineering) graduation from Bharath University, Chennai with 65% aggregate year of 2014-2018.
- **IATA/UFTAA** foundation Tourism & EBT – Galileo (Montreal, Canada).

PROFESSIONAL EXPERIENCE:-

Junior accountant

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Document's financial transactions by entering account information.
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.
- Support month-end and year-end close process. Providing documentation and reports as requested and needed.
- Monthly reconciliation of period expenses, deferred revenue, accounts payable, pledge schedules, etc.
- Providing documentation and reports as requested and needed, including audits.
- Completed daily cash functions like account tracking payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliation.

Insurance Sales Representative (1 year) E-Care India Pvt Ltd. (AR Caller)

- Responsible for directly selling medical insurance plans to individuals and corporate accounts in USA.
- Handled over calls per shift signing up new customers, retrieving customer.
- Recommended life and medical insurance & claims of the customers.
- Account receivable from clients.

Ticketing Sales

South Asian haj & Umrah Services & Akbar Travels. (5 years)

- Working knowledge of computers.
- Provide back up support to the Box Office Receptionist and coordinator.
- Accurately sell future of day of flight tickets ticketing system in a fast paced work environment.
- Answer Guest questions and provide exceptional guest to all of our guests.
- Assists reservations department distribution will call orders to customers.
- Having a strong working Knowledge of Flight ticketing, visa stamping process & Group Sales.

Civil Engineering (Auto CAD) (Site Engineer) (Interior Design) Sub Construction (1 Year)

- Working with clients, contractors, local authorities and external agencies on various renovation and new projects.
- Creating 2d & 3d drawings and designs using AutoCAD.
- Design and Redesign. Interior design for flats and villas.
- Sketching images, worked up design samples in order to accurately interpret and represent client ideas and designs.
- Maintaining safety on site through promoting a safety culture.
- Performing general construction duties on sites.
- Assessing potential risks, material and costs.
- Resolving design and development problems.
- Overseeing construction works being completed on site.
- Regularly checking progress of works according to the schedule.

PROJECT REPORT :-

- **Experimental study on strength of GEO-POLYMER CONCRETE .**

The main aim of my project is to construct the building using geo-polymer concrete. We used fly ash, aggregate, coarse aggregate and sodium silicate and sodium hydroxide as a binding substance

ACHIEVEMENTS :-

- Participated in various National level technical seminars and symposiums conducted by various colleges and universities.

SOFTWARE SKILLS

- **Design**

AutoCAD-2D & 3D, STADD PRO & QUANTITY TAKEOFF, Revit Interior designs.

- **Software**

- ✓ Galileo
- ✓ Amadeus
- ✓ Sabre
- ✓ Good working knowledge in MS Office (Excel, Power point and word)
- ✓ Knowledge in visual Basic Computer Language.
- ✓ Account Recievable

DECLARATION:

I do hereby declare that the above information is true to the best of my knowledge.

M. IMTHIYAS AHMED.