

CURRICULAM VITAE

MOHAMED SATHAM HUSSAIN

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Visa Status : Cancellation visa



Objective

I am seeking employment with a company where I can grow professionally and personally. To use my skills in the best possible way for achieving the company's goals. To solve problems in an effective/creative manner in a challenging position. To prove myself dedicated, worthful as IT support engineer in a progressive Organization that provides me challenging, innovative work environment & opportunities for career growth and personal development

PROFESSIONAL QUALIFICATIONS

DIPLOMA IN ELECTRONICS AND COMMUNICATION ENGINEERING IN
DEPARTMENT OF TECHNICAL EDUCATION ,INDIA WITH FIRST CLASS (2011 -2014).

WORK EXPERIENCE

- **Designation** : Messenger
- **Company** : Kawader Services LLC (Subsidiary of ADIB Bank).
- **Duration** : Nov 2016 – Oct 2020

RESPONSIBILITIES

- Maintaining and scanning all the documents.
- Collecting and Dropping the cheques.
- Install the computer and printers.
- Access WPS (wages protection system).
- Answering all the calls to customers.
- Done the Back office (Filing and Documentation) works.
- Submit the Documents in Respective Authorities inside the bank.
- Sending the Documents via E- mail and Couriers.
- All Operational (Retailbanking) department works are done in the bank.

Working Departments:

- Inside Messenger at Home Finance Department (HFD).
- Retail Banking Operation (RBO).
- Branch Operation and Customer and Relation Management (CRM).
- Audit Department in Abu Dhabi Islamic Bank(ADIB) at Abu Dhabi.
- Private Banking Group (PBG).
- Business Banking Department (BBD).
- Group Compliance Department (GCD).
- Training Department.

- **Designation** :Messenger
- **Company** : Salam Studio and Stores.
- **Duration** : Feb2015 – Aug 2015.

RESPONSIBILITIES

- Handling the invoice files.
- Scanning all the documents.
- Collecting and dropping the cheques in the bank.

- **Designation** : Quality Control Department
- **Company** : Royal Enfield Motors.
- **Duration** : August 2014 – May 2015.

RESPONSIBILITIES

- Maintain all the vehicle document.
- Scanning all the documents.
- Collecting all the spare parts materials from reputed company.
- Assembling the machinery parts.

COMPUTER SKILLS

- Computer Basic.
- MS –Office Package.
- Windows XP/7/8.
- Computer Hardware and Networking.

LANGUAGE KNOWN

- English
- Hindi
- Malayalam

PERSONAL INFORMATION

Father name : Noor Mohamed

Gender : Male

Date of Birth : 18/01/1990

Marital Status : Married

Nationality : Indian

Passport No : J6934988

Date of Expiry : 16 - AUG - 2021

Availability : Available on Request

I hereby declare that the above-mentioned information is correct to the best of my knowledge and I bear the responsibility for the correctness of the above-mentioned

MOHAMED SATHAM HUSSAIN.N