

ABDUL JALEEL

Chettiyanthodika Chokkad. P.O Malappuram Kerala 679332

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LOOKING FOR THE JOB OF

I am seeking a challenging position of Admin, Clerical, Computer Operator, Data entry, Secretary, Store keeper etc.

OBJECTIVE

A challenging opportunity where I can fully use my skills and ability for the success of organization as well.

CONTACT NO.

Mobile:- +971585349247

Whats App:- +918943690085
+971585349247

EXPERIENCE

BRONET GROUP OF COMPANY

22/10/2021 - Doing

ACCOUNTS CUM CASHIER

PRASAD AYURVEDICS AND MANUFACTURING COMPANY

2017 - 2020

SALES AND MARKETING MANAGER

Working as a sales and marketing manager in PRASAD AYURVEDICS AND MANUFACTURING COMPANY for three years.

SAWACO WATER DESSALINATION COMPANY JEDDAH KSA

2012 - 2016

DESPATCH OFFICER

Answer calls and communicate with mobile units to appropriate response. Used in semi-truck shipping industry, taking orders and sending truckers to pick up and drop off material. Sending monthly sales report and delivery details to GM

SBCC JEDDAH KSA

2009 - 2012

ADMINISTRATOR

Revolve around managing and distributing information within the office. This include taking memos, documentation, answering phone calls and maintaining files. In charge of sending and receiving correspondence as well as greeting clients and customers.

PERSONAL DETAILS

Date of Birth : 08/03/1980

Marital Status : Married

Nationality : Indian

Passport No : T8521518

SKILLS

Ability to work in team

Ability to work under pressure

Advanced knowledge in MS office.

Handling all circumstances with highly confidence.

Experience in ACONEX ORACLE

LANGUAGE

English

Arabic

Hindi

Malayalam

INTERESTS

Surfing through internet,

Participating in Social Activities,

Football, Reading books and

Travelling

AL AMOUDI SPORTS JEDDAH

2005 - 2009

BRANCH CONTROLLER

The role is to keep the head office informed about the work being carried out at the branch. I send request to the head office for arranging resources and training facilitate the performance of employees as per the expected standards. I represent the head office and communicate with directives and targets to staff.

MAYOORI JEWELLERS KALIKAVU

2002 - 2005

SALESMAN CUM BILLING

Worked as a sales man along with handling billing in Mayoori jewellers. Doing all the type of sales and promoting customers as per their needs.

TEA MASTER COIMBATORE

2001 - 2002

ACCOUNTANT

Perform financial functions related to the collection, accuracy, recording, analysis and presentation of company's financial operations. Financial data collection, entry and report generation.

EDUCATION**Calicut**

2000

Graduate (Economics)

Calicut

1997

Pre Degree

Kerala educational board

1995

SSLC

Winner computers

2001

PGDCA

Tally

ADDITIONAL INFORMATION

Young, Smart, Hardworking, Dynamic, Sincere and result oriented

DECLARATION

I here by declare that the above said information are true to the best of my knowledge and belief.



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