

Curriculum Vitae

ABDULLAH

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Abu Dhabi, U.A.E



Career Objective: Seeking a job for Projects Supervisor, Store Keeper PRO Assistant / Admin Assistant with over 1.2 years of experience as Projects Supervisor/Store Keeper and 6 years of experience as Admin Assistant. To have remarkable presence in the organization with innovative ideas, smart work, sincere, enjoy the challenge of new situation and expect to make a positive contribution to the organization by taking the job with a great responsibility.

Highlights

- A result oriented self-starter, skilled learner and effective communicator problem solver with ability to focus on solutions, proactive, always challenging current procedures.
- Highly motivated, energetic and determined.
- Able to effectively co-ordinate with seniors
- High interest in continuous learning and strong willingness to take up responsibilities
- Confident of making significant contribution towards the success of organization

EMPLOYMENT EXPERIENCE

1. W & P Dewatering and Piling Co Abu Dhabi UAE
As Projects Supervisor, Store keeper & Admin Assistant
From 20/10/2018 to till date

- Responsible for Project Coordination & Execution
- Coordinate with planning and ware housing to ensure that all equipment's are available to complete work efficiently
- Meeting Clients, Consultants for project Execution
- Monitor work areas on an ongoing basis to assure a safe and efficient operation
- Coordination with Potential clients for receiving enquiries for upcoming projects.
- Report Processing: Daily time cards, accident and injury report
- Receive and forward all types of Materials & Equipment's and Deliveries in & out as per site requirements.

- Maintain clear and organized records to ensure all reports & invoices are filed and stored properly
- Order of Materials & Equipment's to store as per site requirements.
- Responsible to verify all Materials arrived as per the agreed order, delivery note and agreed quantity has been received
- Preparation of Time sheet of labor and Operators.
- Ensure store requisition form is signed by concerned Department heads.

2. National Dewatering and Land Draining Abu Dhabi UAE As an Admin Assistant from 04/05/2013 to 30/06/2018

- To Assist in renew of all company related license and Establishment card prior to expiry date.
- To proactively manage the timely renewal of all Employment Visas, Insurance card and National ID.
- Send employees a notification on documentation required prior to their visa/labor card expiring.
- Assisting in Documentation for CICPA gate pass and Military gate Pass.
- Renew and maintain all company's leases before its expiry, which includes Offices, Labor accommodation.
- Assist employees in the process of renewing visas for their immediate dependents.
- Provide service, support and assistance to new and existing employees on their requirements such as driving license, Accommodation and legal requirement
- To maintain database of all Passports, Residence visas and National ID by scanning all documents and directly updating the database when details change.
- Accompany the employee as they exit the country after visa cancellation.
- Answer Telephones and give information to callers, take messages and transfer calls to appropriate individuals.
- Dealing with the Contracts related to the main contract or client and its amendments.
- Controlling and Safety procedures to the new construction site with relevant documentations and keeping the employees well equipped for safety inductions.
- Handling Petty cash and making payment vouchers.
- Collect and Disburse funds from cash accounts and keep records of collections and disbursements.

- Depositing the cheques and cash as per requirements.
- Establish work procedures and schedules and keep track of the daily work of clerical staff.
- Open, read, route and distribute incoming mails and prepare answers to routine letters.
- Greet Visitors and Provide information requested.
- Arrange meetings and travel reservations for office personnel.
- Maintain and Co-ordinate General office functions.
- Set up and maintain paper and electronic filing systems for records.

EDUCATIONAL QUALIFICATIONS

- Bachelor of Commerce (B.Com) from University of Mangalore.
- P.U.C from Government of Karnataka.
- S.S.L.C from Government of Kerala.

PROFESSIONAL / COMPUTER QUALIFICATIONS

- Tally ERP-9
- MS-Office(Excel,Word etc)
- Office Secretary / PRO training.
- Basic knowledge in AutoCAD.
- Internet and Email.

PERSONAL DETAILS

Passport Number	:	H9690714
Date of Expiry	:	15/04/2020
UAE D/L	:	2372552
Date of Expiry	:	31/07/2024
Nationality	:	Indian
Name of father	:	Abdul Rahiman
Date of birth	:	16/02/1989
Sex	:	Male
Marital Status	:	Single
Religion	:	Muslim
Languages known	:	English, Hindi, Malayalam & Kannada
Visa status	:	Employment Visa

Declaration: I hope my education and experience will help me to get an opportunity to serve with your esteemed organization. If I get a chance to serve you, I will discharge my duties to satisfy my superiors.

Yours truly,

Abdullah Abdul Rahiman
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