



CURRICULUM VITAE

AZARUDHEEN.S

Shini Manzil, ARN 18
Thekkevila.P.O, Kollam, Kerala
India 691016

Mobile: +91 81370 69064

Email: azar4jobs@gmail.com

OBJECTIVE

To associate myself with a successful Organization where I can take up a challenging job and prove myself to be an asset to the company and enhance my skills by learning and equipping myself.

EXPERIENCE:

1. Buildea (Builders/Developers/Interiors, KOLLAM, KERALA, INDIA)

ROLE: Administrative Assistant / Document Controller

PERIOD: January 2011 to October 2013 (2 Years & 10 Months)

Responsible for understanding of the work flow and information flow.

Check the work of other employees / contractors for making sure of consistency and conformance with company standards, policies practices.

Interface with project management staff to ascertain schedule of deliverables, distribution lists of materials for projects.

Provide data for progress reporting including percent complete, earned value, schedule & status reporting.

Maintain files, controlled documents, including incoming & outgoing transmittals.

Handled other tasks as assigned.

2. MOHAMMED HAMED LOGISTICS L.L.C , DUBAI , UAE
(HANS LOGISTICS L.L.C & SALWA MATAR GEN. TRADING CO. L.L.C)

ROLE: Document Controller / System Administrator

PERIOD: November 2013 to December 2015 (2 Years & 2 Months)

Maintaining and providing container cargo loading report and packing list.
Maintaining and providing air cargo loading report and packing list.
Maintaining and providing stock report and released goods report of Tea products.
Maintaining and providing of Hammali Accounts (Container loading and offloading charges of labours and forklift).
Giving support to all company staffs in IT related works.
Troubleshooting and installing of softwares, network printers, workstations and laptops.
Handled other tasks as assigned.

3. DARWISH TRADING COMPANY, DOHA, QATAR

ROLE: Document Controller / Secretary / Coordinator / IT Support

PERIOD: October 2016 to August 2019 (2 Years & 11 Months)

Maintaining and providing details of audit related files, documents etc.
Providing status of the documents that are submitted for audit procedures and there by submitting for management approval.
Filing of documents in regular manner as per the Audit standards and policies.
Drafting of memos, emails, request letters and other secretarial related works etc.
Supporting auditors in daily works by coordinating with group company personals.
Giving support to auditors and other staffs in IT related works.
Troubleshooting and installing of softwares, network printers, workstations and laptops in audit department.
Handled other tasks as assigned.

4. A ONE BATTERY SERVICE (Authorized Retailer for Amaron Batteries),
KOLLAM, KERALA, INDIA

ROLE: Incharge of Administration, Sales and Accounts

PERIOD: September 2019 to Till Date

EDUCATIONAL QUALIFICATION

- **B. Tech** in Computer Science & Engineering from Kerala University, Travancore Engineering College, Oyoor, Kollam (2006 – 2010)
- **HSE (12th)**, Higher Secondary Board of Education, Kerala
A.K.M Higher Secondary School, Kollam (2004 – 2006).
- **SSLC (10th)**, Board of Public Examination, Kerala
Krist Raj Higher Secondary School, Kollam (2004).

Technical Qualification

- **CCNA** (Cisco Certified Network Associate)
[**CISCO Certification ID: CSC011927563**]
- **MCP** (Microsoft Certified Professional)
[**Microsoft Certification ID: 8095071**]

Computer Skills

Computer Basics, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, Label Design Software, C, C++, DBMS, .Net, Computer Hardware & Networking , CCNA , MCP as well as Software Knowledge.

PERSONAL PROFILE

Father's name	Shihabudeen.M
Mother's name	Mihijan.N
Date of Birth	18/11/1987
Sex	Male
Marital Status	Married
Nationality	Indian
Languages Known:	English, Malayalam, Hindi, and Tamil
Address	Shini Manzil, ARN 18 Thoppil Puthen Veedu Thekkevila.P.O, 691016 Kollam, Kerala, India

DECLARATION

I hereby declare that all the details mentioned above are true to the best of my knowledge and belief.

Place: Kerala

AZARUDHEEN.S

Date: 01.10.2020