

ABDUL AKBAR

@ abdulakbarpm604@gmail.com

+971588706951

United arab emirates



CAREER OBJECTIVE

To be part of an organization which uses my skills and experience in its process of growth and change, while giving me ample opportunity to learn and enrich my competence and to be seen to have contributed meaningfully in attempt to achieve the right consensus and to use my skills sets for the progress of the company I work for.

PERSONAL DETAILS

- Date of Birth : 08/10/1996
- Nationality : Indian
- Passport number : R1448264
- Visa status : Visit visa

EDUCATION QUALIFICATIONS

Expected
completion
2021
2015-2018

IGNOU university
MBA master of business administration (Human resource)

2012-2014

University of calicut
BBA Bachelor business administration

2011-2012

Board of kerala, india
Higher secondary examination

Board of kerala, india
Secondary education

WORK EXPERIENCE

February
2019 -
October
2020

SUPER PLATE HOUSE KERALA
OFFICE ASSISTANT
Responsible for the smooth, efficient and professional running of office
Duties:
Writing blog posts on the company website and contributing to other social media projects.
Meeting, greeting and talking to visitors at all levels of seniority.
Maintaining hard copy files of all correspondence with clients.
Ordering taxis and couriers and other external services for senior managers.
Answering all incoming calls and then transferring them to the relevant person or department.
Recording accurate financial and expense spreadsheets.
Providing administrative support to the management team.
Taking on small administrative projects within different areas of the company.
Sitting in on meetings and taking notes.
Taking ownership of requests for information and dealing with them.
Using specialist office software to process information.

CERTIFICATIONS

- Certificate in Tally ERP9 with GCC VAT (JULY 2018-JAN 2019)
- Diploma in professional interior designing (NOV 2014-MAY 2015)

COMPUTER SKILLS

- Good knowledge of tally
Excellent knowledge in Ms office
Well versed with ms excel
Photoshop
Auto cad, 3Dmax, Vray

PROJECTS

- **A STUDY ON EMPLOYEES MOTIVATION**
At nellara food industries pvt, ltd

LANGUAGE

- English
- Malayalam
- Hindi
- Tamil

INTERESTS

- Social activities
- Travelling

STRENGTHS

- Quick learner.
- Decision making skills .
- Strong leadership skills .
- Strong people skills

WEAKNESS

- Self-criticismInsecure
- Creative writing
- Too detail oriented
- Too sensitive
- Presentation skills

ACCOMPLISHMENTS

- In school I have been taking the responsibility of team captain and class discipline monitor in which completed my works perfectly. I have got good communication skill and speaking skill which helped me to take part in different competitions. I am sure that I can complete the tasks given to me by my abilities and skills in given time

DECLARATION

- I hereby declare that the above mentioned information is true to the best of my knowledge and belief. I would take this opportunity to thank you for going through my resume and would request you to consider me to be part of your prestigious organization.

ABDUL AKBAR