

## Curriculum Vitae

**Z.Mohamed Adam Malik**

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### Objective

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To secure a position with your well-established organization with a stable environment that will

lead to a lasting relationship in the field of Admin or office assistant.

### Career Details:

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Fatehpur Restaurant –(WTC MALL) Abu Dhabi -- Delivery Boy July 2017 To Nov 2019

Spark Security Services – Abudhabi ----- Security Guard Jan 2015 To Aug 2016

Marina Insurance Brokers – Abudhabi ---- Bike Messenger Oct 2011 To Jun 2012

- Cheque Collection
- Document Collection
- Delivery

**Sharjah Islamic Bank – Abu Dhabi Branch**

**Messenger June 2008 to 2011 August**

#### Job Responsibilities:

- Attending the enquiries.
- Assisting the office automation tasks.
- Filing and controlling Documentation.
- Receivable Collections.
- Invoice submissions.

**Petroleum Institute (Sponsor – ADNOC)**

**Office Boy from February 2004 to January 2006**

#### Job Responsibilities:

- Documentation.
- Office Hygiene.
- Staff Refreshment.

### License Details

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Number	:	9566252
Issued By	:	Ministry of Interior, Abu Dhabi.
Valid until	:	28/08/2020
Permitted Vehicle	:	Light Motor vehicle (Automatic) / Motor cycle.

### Academic Qualification

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- Higher Secondary School (1994): Cleared High School examination of Tamil Nadu Board  
of Education.

### Other Qualification

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- Basic Knowledge of Computer
  - Fluency in spoken Hindi, Arabic & English

### Hobbies

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- Playing Badminton & Cricket

### Personal Profile

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Date of Birth	:	10-09-1977
Nationality & Religion	:	Indian, Muslim
Marital Status	:	Married
Language Known	:	English , Hindi, Arabic, Malayalam, Tamil
Gender	:	Male
Passport No	:	N 7031077
Address	:	3/546 A, Raja Street, Adiyakkamangalam Thiruvavarur

### Declaration

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

**Z.Mohamed Adam Malik**