

AMJATH KHAN. L

INDIA

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#### CAREER OBJECTIVE:

To lead a career with challenging role in the field of ADMINISTRATION to contribute and grow, in an open cultured organization, which offers tremendous growth potential and wide exposure to the managerial skills, Organizational skills and attributes in the challenging work environment

#### PROFESSIONAL EXPERIENCE:

Company : EUREKA FORBES LTD. MADURAI, INDIA

Designation : Sales

Period : Oct 2005 to Oct 2007

Roles & Responsibilities: Sales/Customer Care Sector

#### PROFESSIONAL EXPERIENCE:

Company : AL-AYNI CONSTRUCTION (K.S.A)

Designation : ADMIN.OFFICER

Period : March 2008 to Oct 2012

Roles & Responsibilities: Admin role

Issue the New Iqamas, Iqama Renewal with Concern Govt. Authority

Maintain the passport Single & Multiple Exit Entry

Maintain the daily reports of all staffs

Follow the drivers to picked the Company Guest from Airport & Drop

Receiving & reply the all emails posts

Making official letters to higher officers

Responsible for Approvals/Certificates from Chamber

#### PROFESSIONAL EXPERIENCE:

Company : G.R TOURS & TRAVELS

Designation : ADMIN.MANAGER

Period : January 2013 – June 2019

#### Roles & Responsibilities:

To be maintained all vehicles in & out and Maintain the daily reports

To check all vehicle maintenance

To maintain all staffs personal data

Check the customers feedback and do the needful

Follow up the drivers

#### PROFESSIONAL EXPERIENCE:

Company : sharing is caring(Abudhabi&Al ain)

Designation : Delivery section

Period : June 2019 -still now

#### ACADEMIC QUALIFICATION:

Diploma E.E.E.

Dhanapandiyan Poly technic College, Tamil Nadu, India.

(Under MADURAI KAMARAJAR UNIVERSITY)

Diploma In COMPUTER HARDWARE

Tamil Nadu Poly technic College, Tamil Nadu, India.

TECHNICAL EXPERTISE:

MS OFFICE 2007, 2010(OS)

MS Word

MS PowerPoint

MS excel

PERSONAL DETAILS:

Date of Birth : 25/08/1985

Sex : Male

Marital Status : Married

Nationality : Indian

Languages Known. : Tamil, Hindi, English, Arabic

Passport No. : S 8115313

Passport Expiry. : 07.01.2029

NOTE : I have an U.A.E. driving license

DECLARATION

I do hereby declare that all the above information is correct and accurate to my belief, hence requesting you to give an opportunity to serve your organization in the capacity mentioned in my curriculum vitae. I can prove myself as a valuable asset to your company in all aspects. References will be provided on request.

(With Regards)

Amjath khan. L

