

IBRAHIM ABDUL MALIK FITWALLA

NAVIMUMBAI
MAHARASHTRA INDIA
+91 9768681269
i.fitwala@gmail.com

WORK EXPERIENCE

NANAK SHIPPING PVT LTD NAVI MUMBAI — BACK OFFICE EXECUTIVE

AUG 2022 - PRESENT

- Responsible for all correspondence, phones, and mail
- Gathering and processing research data
- Booking travel and accommodation for events
- Crew recruitment and management EMAIL and Social Media marketing
- Travel, Visa and relevant joining documentation management
- Process company receipts, invoices, and bills

EMPIRE ENTERPRISES NAVI MUMBAI — CUSTOMER SERVICE

JUL 2018 - OCT 2018

- Assist customers with queries
- Respond to Emails within a specific timeframe.

NOBLE CONSTRUCTION THANE—SITE STOREKEEPER/SITE SUPERVISOR

JAN 2016 - SEP 2016/OCT 2016 - MAR 2017

- Rotates Stock and Arranges For Disposal of Surpluses.
- Keeps Records To Maintain Inventory Control
- Monitoring construction processes
- Working closely with architects and other professionals
- Writing up reports and routine site

HEERA FINANCE MUMBAI—ADMIN EXECUTIVE

DEC 2012 - OCT 2013

- Carrying out large volumes of filing while retaining a good level of accuracy and efficiency.
- Booking travel and accommodation for senior.
- Updating office manuals and brochures.
- Managed payroll for employees
- Responsible for all correspondence, phones, and mail

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|------------------------------|-----------------------------|-----------------|
| ➤ Data entry | Computer operating | Teamwork |
| ➤ Troubleshooting & research | Verbal & presentation skill | Time management |
| ➤ Content creation | Project Planning | Recruitment |

PERSONAL DETAILS:

Date of Birth: 25-JUNE-1993

Gender: Male.

Marital Status: Married

Nationality: Indian

Citizenship: India

Religion : Islam

Interests : Reading,
Travelling, and History

EDUCATION

Diploma in Engineering

ABHINAV COLLEGE OF
ENGINEERING - Thane,
Maharashtra

July 2015 to July 2018

11th Pass

ALLANA JUNIOR
COLLEGE MUMBAI

Secondary (10th)

KALARAV HIGH SCHOOL
Halol, Gujarat

June 1997 to May 2010

LANGUAGES

Hindi-Read/Speak/Write

English-Read/Speak/Write

Gujarati-Read/Speak/Write

Urdu-Read/Speak

Marathi-Read

Arabic-Read

