

CURRICULAM VITAE

H. Halil Rahman

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Visa Type: Visit Visa, Valid till 15-May-2019



OBJECTIVE

To secure a suitable position in an organization where proven skills and experience could be productive to enhance career development, professional growth and lead mutual benefits for the organization and individual.

EDUCATIONAL QUALIFICATION

Degree: **B.Sc.**, in Bio-Chemistry, (2004-2007)

Institute: TBML College, (Bharathidasan University), India.

Computer Knowledge: MS-Word, MS-Excel, MS-PowerPoint, Outlook, Tally ERP-9.

WORK EXPERIENCE (6 Yrs. UAE experience)

1. Designation: **Admin. Assistant.** (Aug-2015 – Apr-2018)

Organization: Good Form Technical Services L.L.C, Dubai, UAE.
(Manpower supply for FM and Bldg. Construction)

Responsibility: Schedule and coordinate meeting, appointments. Prepare Contract Documents, Prepare documents for new visa, renew visa and license. Distribute labors to require project sites, Instruct labors for work safety, assist to purchase required construction materials, collect payments from customers, Ensure regular maintenance of office equipment and schedule the maintenance work.

2. Designation: **Accounts Assistant** (Feb-2013 – Jul-2015)

Organization: JeyJey Technical Services L.L.C., Dubai, UAE.

Responsibility: Prepare LPO, DO, and Invoices. Prepare cheque for general utilities like Rent, Dewa, Electric Bill, etc. Filing of important documents like employee records and payment receipts. Deposit cash, cheque in bank, coordinate with customer and labors. Purchasing of stationery and pantry items.

LANGUAGES KNOWN: Speak – English, Hindi, Arabic, Tamil and Malayalam.
Write – English & Tamil.
Understand - Arabic.

OTHER SKILLS: Having Light Driving license of India.

ACADEMICS ACHIEVEMENTS

- Participated In State Level Seminar On Environmental Pollution.
- Volunteer in College Symposium in Bio-Chemistry Dept.
- An active Organizer for College Alumni Function.

INTERPERSONAL SKILLS

- Dedicated and self-motivated
- Good interpersonal relation
- Quick learning ability
- Ability to solve problems individually

PERSONAL DETAILS

Father Name : Haj Mohamed.
Date of Birth : 23.05.1983
Nationality : Indian.
Religion : Islam
Passport No : R 2334441
Marital Status : Single.

Joining Time : Immediately.
Visa Status : Visit Visa, Valid till 15-May-2019
Present Add : Deira-Dubai.
Email : hajhalil@live.com
Contact Number : +971 588545319 / 544826165

DECLARATION

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

Yours Sincerely,

HALIL RAHMAN