



**NASEEF ABDUL RAHUMAN**

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## NASEEF ABDUL RAHUMAN

### OBJECTIVE

Pursuing opportunity which will allow me to grow professionally, while effectively utilizing my versatile skill set to help to promote your corporate mission and exceed team goals.

### SUMMARY OF QUALIFICATIONS

Extremely motivated and passionate in whatever I choose to do. Strong interpersonal and communication skills and how to handle and deal with different kinds of people and circumstances. Equally effective working independently and in cooperation with others.

### PROFESSIONAL EXPERIENCE

#### **OFFICE ADMINISTRATION & STORE IN CHARGE**

**QATAR SAT STRUCTURES AND TENCILE – NOVEMBER 2015 TO FEBRUARY 2016**

**FANAR INDUSTRIAL EQUIPMENT & SERVICES W.L.L - FEBRUARY 2016 TO MARCH 2018**

**TRADECO TRADING & CONTRACTING WLL – APRIL 2018 TO SEPTEMBER 2019**

**GWC (GULF WAREHOUSING COMPANY) – SINCE JANUARY 2020 (CURRENTLY WORKING)**

#### **JOB PROFILE:**

- Monitors office operations and serves as the go-to for office inquiries and conflicts.
- Preparation of technical/commercial offers, purchase orders, Delivery Notes, Invoices and all the required documentations of a trading establishment.
- Receive, distribute, and always maintain adequate quantities of stocks.
- Inform the purchase department well in advance about the items that reach the re-order level to order from suppliers.
- Review physical inventories periodically & Maintain stock and consumption records.
- Great customers and ascertain what each customer wants or need.
- Maintain Knowledge of current sales and promotions, policies regarding payment and exchanges and security practices.
- Check incoming materials for quality, and quantity against invoices, purchase orders and packing slips or other documents.
- Keeps and updates records of good received and issued, Compiles report of expenditure, monthly stock reports etc.
- Schedules appointments and meetings for executives and upper-level staff.
- Provided a variety of clerical, administrative and technical duties in support of logistic operation.

EDUCATIONAL BACKGROUND	<b>DIPLOMA – ITI CERTIFICATION IN COMPUTER HARDWARE &amp; BASIC NETWORKING</b>	
	UNDER KERALA GOVERNMENT	PASSED IN 2012 @ AN AGGREGATE OF 75%
	<b>VOCATIONAL HIGHER SECONDARY COURSE</b>	
	HIGHER SECONDARY DIRECTORATE – KERALA GOVT.	PASSED IN 2010 @ AN AGGREGATE OF 60%
	<b>MATRICULATION –</b>	
	SECONDARY EDUCATION DIRECTORATE – KERALA GOVT.	PASSED IN 2008 @ AN AGGREGATE OF 65%
ELIGIBILITY	<p>Good capability in the office coordination and Reporting.</p> <p>Good skill in maintaining files, records, &amp; office registers</p> <p>Experienced in preparation of various job related documents and reports.</p> <p>Sound knowledge in <b>Microsoft Office Packages</b> and other computer skills as required.</p> <p>Proficient in English.</p> <p>Eligible for MHE operating.</p>	
TRAININGS AND CERTIFICATIONS	<p><i>Designing Tools - AUTOCAD – Civil, RHINOCEROS &amp; Adobe Photoshop, Adobe Illustrator</i></p> <p><i>Microsoft Office Suite</i></p> <p><i>Billing Software – Mint Solutions</i></p>	
PERSONAL DETAILS	<p>VISA Details : Residents visa, Transferable with NOC</p> <p>Passport Number : M4058907</p> <p>Nationality : Indian</p> <p>Date of Birth : 01/09/1992</p> <p>Language : English, Hindi , Arabic &amp; Malayalam, Tamil</p>	
DECLARATION	<p>I hereby declare that the above information specified is true to the best of my knowledge and belief. I shall be highly grateful if you could provide me with hope with an opportunity to do the work in your esteemed organization. I look forward for favorable response.</p>	

Doha-Qatar

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