

# ABDUL NAZER. MP

MBA,PGDBM,BCOM,UAE DRIVING LICENSE



MALE



14/04/1995



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Satwa, Dubai, UAE

## SKILLS

### ● Language

English, Hindi ,Arabic,Tamil, Malayalam

### ● Computer

MS Office, Tally, Peach tree, DDI

### ● Professional

Leadership, Presentation, Listening

## CERTIFICATIONS

**2018:** PEARSON CERTIFICATION, UK

-Strategic Change Management.

-Developing Strategic Management and Leadership.

## ADDITIONAL INFORMATION

A VALID UAE DRIVING LICENSE  
(MANUAL) NO:212395

## OBJECTIVE

To work in the most challenging position with an organization that provides ample opportunities to learn and contribute. I am now looking to build on my extensive range of skills within a suitable challenging role.

## WORK EXPERIENCE

### ● LANCET GLASS INDUSTRIES LLC, DUBAI, UAE

HR coordinator and Admin officer

2021 - 2022

Assists with recruitment and interview process. Tracks status of candidates in HRIS and responds with follow-up letters at the end of the recruiting process. Schedules meetings and interviews as requested by the director.Makes photocopies; mails, scans and emails documents; andperforms other clerical functions.Prepare Time sheet, Prepare Salary statement, Issuing letters, Transport coordinator and Accomadation coordinator.coordinating to payroll with accounts, Company Visa process, company license and other documents renewals, company employees and vehicle insurance renewal etc...

### ● BRILLIANZ EDUCATION GROUP, UAE

Admin cum Accountant

2017 - 2020

Handle day-to-day accounting duties,Assist with account payable & receivable, Prepare monthly statement and report, and quarterly GST submission,General administrative duties,Provide general support to the Management & Finance Department ,Any other ad-hoc duties assigned time to time,Reception handling and mail, call attending.

## EDUCATION

### ● LINCOLN UNIVERSITY, MALAYSIA

MBA

2017 - 2019

----- GENERAL

### ● BHARATHIAR UNIVERSITY, INDIA

PGDBM

2017 - 2019

----- INTERNATIONAL BUSINESS

### ● CALICUT UNIVERSITY, INDIA

B.COM

2014 - 2017

----- COMPUTER APPLICATION

