



## Ashitha Abdul Khadar

To make a sound position in a reputable organization and work enthusiastically to achieve goals of the organization with devotion and hard work. To succeed in an environment of growth and excellence with job Satisfaction and self-development which help me to achieve personal as well as organization goals. To secure a responsible career opportunity to fully utilize my skills, while making a significant contribution to the success of the company.

✉ [ashithanissar@gmail.com](mailto:ashithanissar@gmail.com)

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📍 DUBAI, UAE

### **WORK EXPERIENCE**

#### **1. Krustasia foods, Ajman, UAE**

##### **Role: Document Management & HR Coordinator.**

January 2021 – February 2022

- Responsible for documentation of accounts and production related documents
- Co-ordinating duty timings of production staffs and maintaining overtime data.
- Assisting to arrange production staff interviews.
- Conducting workers staff evaluations.
- Responsible for conducting Pre-Exit interview of the workers.

#### **2. INFASME, Dubai, UAE**

##### **Role: Document Management & Coordinator (Outsourced staff for DU)**

February 2013- January 2014

- Responsible for documentation and updating of ID proofs for SIM card registration
- Management of documents and documentation assistants.
- Co-ordinating duty timings of documentation assistants.
- Verification of documentation procedures.

### **AREAS OF SKILLS AND ABILITIES**

- Knowledge in MS Office, Tally.
- Quick learner
- Flexibility to adjust the working conditions.
- Persistent
- Good communication skills.
- Positive attitude

**EDUCATIONAL QUALIFICATIONS**

- Master of Business management- Financial Accounting Management
- Bachelor of Business Management (BBM)
- Plus 2 computer science
- Completed Microsoft Excel Certification Program

**LANGUAGES**

English, Hindi, Malayalam, Arabic (Read & Write)

**PERSONAL DETAILS**

Nationality: Indian

Date of Birth: 23 May 1992

Marital status: Married

Visa status: Husband sponsored visa

**REFERENCE:**

Mr. Saju Thankappan

Managing Director

Krustasia Foods, Ajman

Mob:971551130004

DECLARATION: I, Ashitha Abdul Khadar hereby declare that the above-mentioned information is correct to my knowledge, and I bear the responsibility for the correctness of the above-mentioned particulars.

Dubai

04-11-2022