

CURRICULUM VITAE

MOHAMMED IBRAHIM

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✉: mi677324@gmail.com



Personal Details:

Full Name	Mohammed Ibrahim
Father's Name	Mohammed MoinUddin
Date of Birth	10-feb-1983
Gender	Male
Nationality	Indian
Languages Known	English, Hindi, & Urdu
Hobbies	Playing Cricket & Video game on PC, Surfing Net

Permanent Address:

Mohammed Ibrahim,
s/o Mohammed MoinUddin.
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Hyderabad-500065

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Pass Port Details :

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Passport number : S6478024

Date of Issue : 23 Oct 2018

Date of Expire : 22 Oct 2028

Place of Issue : HYDERABAD

Objective

I look forward to be in a competitive and learning environment with ample opportunities to hone my skills and put in my best effort to achieving my goal. I also look forward to bring out my talents in a productive way.

Educational Qualification

- **B.com (General) from Osmania University Hyderabad**
- **Intermediate from Board of Intermediate Hyderabad**
- **SSC from Board of Secondary School Certificate Hyderabad**

Technical Qualifications

Computers: Accounting packages
(Tally, Wings, Focus, & Peachtree)

: Good knowledge on MS-Office

: Typing Higher, Lower

My Strength

- Optimistic
- Good analytical and grasping capabilities
- Good communication & interpersonal skills
- Quick learner
- Diligence

Experience



Worked as Document Controller at Arabi Co WLL in Kuwait from March 2023 till October 2023

Rules and responsibilities; -

- o Manage and maintain all controlled company documents.
- o Update and control procedure documents and forms.
- o Create and manage document hierarchy and process systems.
- o Take charge of all document identification, classification, and filing
- o Frequently conduct document audits confirming they are current and accurately reflect recorded evidence.
- o Ensure revised documents are accessible.

Worked as Accountant, Administrative Assistant Cum Document Controller at Absolute Marine Services in UAE (United Arab of Emirates) form 05/11/14 to 12/12/16.

Rules and responsibilities; -

- o Carry out the procedures for money transfer, withdrawal, cash deposit at the bank.
- o Perform reconciliation, payment and collection of accounting documents.
- o Ensure maintenance of proper books of accounts.
- o Ensure efficient payments and disbursements according to approved policy: control of the reception of invoices, verification of compliance.
- o Support in the consolidation, preparation and timely submission of financial reports.
- o Follow up the disbursement progress and report to the Director by monthly, yearly or when required.

Administration.

Monitoring and follow-up on administrative procedures: visa renewal, stamp, social insurance, etc.

- o Ensure proper function of logistical operations including travel & events organization.
- o Check documents for accuracy and completeness.
- o Data entries and processing of documents, scan and update the information into the existing computer systems.

Document Controller.

- o Manage and maintain all controlled company documents.
- o Update and control procedure documents and forms.
- o Create and manage document hierarchy and process systems.
- o Take charge of all document identification, classification, and filing
- o Frequently conduct document audits co. Fuming they are current and accurately reflect recorded evidence.
- o Ensure revised documents are accessible.

I worked as an US IT Recruiter in SSR TECHNOLOGIES Hasco Group USA in INDIA for more than 18 months

Rules and responsibilities: -

- As a Recruitment Executive I'm responsible for recruitment process, Understanding the requirement, sourcing the right candidate, closing the deal and maintaining the relationship with Employers and consultants.
- I Worked with clients and Implementer s like Bayer's health care, Info stretch co-corporation & Panasonic Avionics
- Professionally handled Contract & full time positions.
- Involved in recruitment process, Screen and qualify candidates according to client specifications before the candidate is transitioned to the appropriate Client. This includes reviewing their resume against skill set, experience requirements, coordinating technical assessments & scheduling their interviews.
- Job Postings done for various sectors related to IT through Portals both internally and externally.
- Maintaining Candidate Tracking Sheet and other relevant data.
- Preparation of reports for daily, Weekly, and Monthly in order to mention the status of the Recruitment.
- Expertise in Team and client management, IT Staffing, Permanent, Contract Placement

U.A.E (United Arab Emirates) License Details:

Issued Date : 18-Nov-2015

Expiry Date : 17-Nov-2025 (Light Vehicle License Manual)

VISA STATUS : VISIT VISA 1 Nov 2015 - 17 Nov 2025

Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

(Mohammed Ibrahim)