

CURRICULUM VITAE OF **SHAKHEEL K HAMSA**

Mobile: +91-8129553175 (WhatsApp)

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PERSONAL DETAILS:

Nationality : Indian
Gender : Male
Date of Birth : 27-04-1973
Religion : Islam
Marital Status : Married

DRIVING LICENSE:

Indian : HMV/Transport
K S A : Light Motor Vehicle

LANGUAGES SKILLS:

English, Arabic, Hindi,
Urdu, Tamil & Malayalam.

PASSPORT DETAILS:

Passport No : Y6309488
Issued at : Kozhikode
Valid Up to : 13/07/2033

PERMANENT ADDRESS:

Koyamkulam House,
Near Arabic College Parali,
Palakkad – Dist. Kerala,
India – Pin: 678612.

**POST DESIRED: HR/Admin Assistant/ Payroll Accountant/
Camp Supervisor/Document Controller/Permit Coordinator/
Typist/Translator (English & Arabic)/Receptionist**

CAREER OBJECTIVES:

Seeking a suitable position within a leading management and efficient team where I can utilize the best of my skills and abilities to accomplish organizational goals as well as personal career development.

DUTIES & RESPONSIBILITIES

- Carrying out clerical duties & bookkeeping tasks such as answering Phone calls, responding to E-mails, preparing documents, Invoicing, monitoring accounts receivable & payment tracking.
- Short listing CVs and arranging Online interview schedule.
- Maintain general Office files (Both hard & digital copies) including Job files, Vendor, Clients, Suppliers and other files related to the company's day to day operations.
- Oversee all aspects of the camp, including accommodation, maintenance and cleaning.
- Prepare Employees' compensation by collecting daily/weekly/monthly Time sheets and calculate bonuses & allowances using payroll software.
- Monitoring progress towards goals & celebrate team success.

EDUCATIONAL BACKGROUND

- ✓ Afzal-ul-Ulama Preliminary - Calicut University,
- ✓ Pre-Degree Course - Calicut University, Kerala.
- ✓ Diploma in Computer Application (DCA) – Palakkad.
- ✓ Typewriting English & Malayalam (KGTE)
- ✓ Typewriting Arabic - PMA College, Parali.

KEY STRENGTH

- ❖ Quick learner and cooperative nature.
- ❖ Confident and Smart working.
- ❖ Excellent Communication skills (Arabic/English)
- ❖ Flexible nature to deal with dynamic situations.

SYSTEM / COMPUTER AWARENESS

Packages: Proficient with Microsoft Office Suite, SAP, ERP Software & Basic troubleshooting.

Internet : Excellent Knowledge of net surfing.

Typing : English, Arabic & Malayalam.

PROFESSIONAL EXPERIENCE

GCC experienced in various professional job fields with multi-national employees of large contracting companies such as Office Administration, HR/Payroll, Accounts, Document controller Permit Coordinator, Sales/Purchase, Store/Warehouse, Camp/Housing/Logistics & Transportation.

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|  FRONT OFFICE RECEPTIONIST/ADMIN ASSISTANT | Sep 2021 – Present |
| ➤ JAMIA AL HIND AL ISLAMIYYA, Malappuram, Kerala | |
|  PERMIT CO-ORDINATOR/ARABIC TRANSLATOR | July 2018 – May 2019 |
| ➤ TEKFEEN Construction & Installation Company – Qatar | |
|  HR/ADMIN ASSISTANT | Dec 2013 – Jan 2018 |
| ➤ AL SHALAWI International Holding Company – KSA | |
|  TYPIST/TRANSLATOR (ENGLISH ↔ ARABIC) | Mar 2012 – Oct 2012 |
| ➤ AL AMEEN Typing Bureau, Abudhabi – UAE | |
|  ASSISTANT ADMINISTRATOR | May 2009 – July 2010 |
| ➤ SAHARA Petrochemical Company – KSA | |
|  ACCOUNTANT/CASHIER | Apr 1994 – Dec 2008 |
| ➤ AL HASSAN Modern Bakery and Contracting – KSA | |
|  OFFICE CLERK/SECRETARY | May 1992 – Feb 1994 |
| ➤ PMA College Parali, Palakkad, Kerala – India | |
|  STORE KEEPER/WAREHOUSE SUPERVISOR | June 1990 – May 1992 |
| ➤ UNIVERSAL Book House, Palakkad, Kerala – India | |

DECLARATION

I hereby declare that the above furnished details are 100% true and correct to the best of my knowledge. The related credentials & proofs are available upon request. I trust with full confidence in success of smart work and dedication in service.

Place: Parali – Palakkad,

Date: 21st April 2024.