

CURRICULUM-VITAE

ZAINUL ABID U P



Email

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Personal Data

Father Name : Hussain M M

Date of Birth: 19-05-1992

Gender : MALE

Nationality : INDIAN

Religion : MUSLIM

Marital Status: SINGLE

Permanent Address

SHAHINAS
PERWAD KADAPURAM
KUBLA POST,
KASARAGOD KERALA
INDIA 671321

Passport details

Passport No : V2918704

Date of Issue : 16-02-2022

Date of expiry : 15-02-2032

Place of issue : Dubai

Education

- Plus Two: Board of Higher Secondary Examination Kerala(2010)
- SSLC : Board of Public Examination in Kerala, (2008)

Objective

To lead a challenging career and to work in an organization, where I can contribute my knowledge and skill for the growth of the organization, which gives an opportunity for better leaving.

Computer Knowledge

- Windows
- MS Office- MS Word, MS Excel, MS Power point
- Uses of Internet and email.

Languages Known

- ✓ English : Speaking, writing and reading
- ✓ Hindi : Speaking Writing and Reading
- ✓ Malayalam : Speaking, writing and reading
- ✓ Tamil : Speaking, writing and reading

Achievements and Other Activities

- Hard Working, enthusiastic and energetic professional with excellent communication and people friendly skill.
- Seeking additional responsibilities in the challenging and fast-packed work environments
- Dependable & enthusiastic and can act as internal part of any team
- A quick learner adapt at comprehending new procedures and systems

WORKING EXPERIENCE

- Worked as salesman in FRUIT & VEGITABLE Kannur Kerala for six years

Sales executive in GENERAL MOTORS
& PARIS GROUP U A E for Two years.

- Prepare reports based on monthly sales
- Meets with new people and promote the products
- Preparing a presentation to attract costumers
- Delivering the best service as per the customer needs.
- Achieving the sales target as provided by the management
- Maintaining all records of sales.
- Sending quotes to customers as per customer's request.
- Supporting the team by completing orders
- Informing the customers about delays and delivery dates
- Satisfying the customers with promptly answering the calls and emails
- Providing financial information to finance department

<p>Valued UAE Driving License License No: 4250167 Issued Date: 23-03-2022</p>	<p><u>Document Controller & Admin Assistant in Construction Department at CRCC and Ghantoot CWJV at Etihad Rail Project (from October 2020 till September 2021)</u></p> <ul style="list-style-type: none"> ➤ Preparing Work Strat Notification ➤ Preparing Work Permits and circulating for signatures to concerned department. ➤ Rectifying CRR (Construction Readiness Review) ➤ Preparing Daily progress report ➤ Responsible for managing ITR (Inspection Test Request) and MRIR (Material Receiving Inspection Request) ➤ Responsible for Monitoring and responding E-mails, queries and distributing to the concerned personnel for their information. ➤ Maintaining confidential reports and files ➤ Updating all daily inspection activities and update the progress reports to Construction database ➤ Checking the quality of documents and sending to Sub contractors through Aconex ➤ Allocation of documents reference number ➤ Printing / scanning/ renaming of documents ➤ Co ordinating with Audit team ➤ Filing of hard copies in designated folder in the file cabinet
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Declaration

I hereby declare that all the statements made above are true and correct to the best of my knowledge and belief.

ZAINUL ABID U P