

ZAINUL ABID POTHAPARAMBATH
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CAREER OBJECTIVE: -

Seeking a challenging career in the Office Admin/HR Executive. Where I can utilize my previous experience to improve my skills and support my team to build up Powerful and Successful system in all possible fields.

EMPLOYMENT RECORDS UAE: -

Company: Al Mansoor Games LLC. (UAE)
Position: HR Executive.
Duration: August 2020 – At Present

Company: Mission General Services L.L.C.(UAE)
Position: HR Admin Assistant.
Duration: Jun 2013 to Sep 2017.

Company: Shine Plast. (INDIA)
Position: Admin Executive.
Duration: Jan 2018 to Feb 2020.

Company: ESHT Technical Academy Pvt.Ltd(INDIA)
Position: Admin Executive.
Duration: May 2009 to Apr 2012.

Job Descriptions: -

- Handling the Employees Recruitments and Prepare Employee Appointment letter.
- Prepare and update all the employee records and duty schedule.
- Checking and monitoring payroll register.
- Controlling the employees annual leave, sick leave & other leave and informing to finance for salary calculations.
- Arranging employee training programme and department meetings.
- Handle employee resignation and termination.
- Preparing the salary certificate for employees.
- Arrange medical and emirates ID, Visa Renewal Processing,
- Handling Employees Passport and Passport Renewal.
- Handling Day to Day Office activities.
- Hear and Solving Customer Problems.

KEY SKILLS: -

- Collect all appropriate necessary documents for visa Process required to be processed.
- Responding to staff queries on Visa/Passport related matters.
- Ensure all visas, medical and Emirates ID are up to date and arrange timely renewal.
- Excellent communication skills in English and good in Arabic, Hindi.
- Positive attitude, Hardworking self motivated.
- Ability to perform under pressure with team work.
- Co-operative with Managements and staffs.
- Flexible, honest and commitment to complete responsible works.
- System Administration and Provide technical support for Systems related problem

Professional Qualifications: -

- MCSE (Microsoft Certified System Engineer), (MCP ID # 6855802)
- Hardware & Networking
- Laptop & Wireless Technology
- DCA (Diploma in Computer Application)
- PDCFA (Professional Diploma in Computerized Financial Accounting) (Tally, Peachtree, MS Excel)

Academic Qualifications: -

- Plus Two-Government of Kerala (Board of Higher Secondary).
- S.S.L.C - Government of Kerala (Board of Public Examination).

LANGUAGES: -

- English: Excellent
- Hindi: Excellent
- Arabic: Excellent
- Urdu: Good
- Malayalam: Mother tongue

PERSONAL DATA: -

- Name: Zainul Abid. pp
- Date of Birth: 01-05-1986
- Age: 37
- Place of Birth: Kerala
- Nationality: Indian
- Sex: Male
- Marital Status: Married
- Religion: Muslim
- Passport No: S3123788
- Passport Expr: 16-07-2028
- Visa Status: Employment Visa.

DECLARATION: -

All the details furnished above are true to the best of my knowledge and belief

ZAINUL ABID POTHAPARAMBATH