



ABDUL SAMEER.H

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: +91-9008751394

DOB : 11-01-1994

WORK

Present ○ **MRPL (Mangaluru Refinery Petroleum Ltd)**

Position: Office Executive & Office Driver

Job Role: Handling Employers Documents, Daily Taking employees to the Site was slotted in Company Vehicle .

Reporting About Employers Presence
Preparing Meeting Schedules Of officers And Employers,

2017 Preparing Daily Base Process Documents.

2019 ○ **Hotel Crown Plaza**

Position : Cashier

Job Role : Handling Cash Collected by Customer, Maintaining Cash Book documents And Also Handover to the Related Document to the Accountant

2014

2017

○ **Lulu Hyper Market**
(Kuwait)

Meeting And Greeting Customers and making Them feel welcome,
Devising And implementing the organizations Strategies,
Finding new Channels for selling and distribution of products



EDUCATION

2018

2015 ○ **ITI(Diploma in Automobile)**

- Institution : ITES Engineering and Vocational Board
- Course : Diploma In Automobile
- State : Mumbai

2009 ○ **SSLC**



- School : Vidyadayini Higher Primary School
- Board : Karnataka

HOBBIES

- Learning something new
- Handling part time projects
- Reading news
- Playing Football



ADDRESS

1-40/3, Al Almeen Mansion
Kana Katla Surathkal ,
Mangaluru, India , 575030



ABOUT ME

Seeking a position to utilize my skill and abilities in a any field that offer Security and professional growth while being resourceful, innovative and flexibility.



SKILLS

- Machine Tools
- ITI (automobile)
- Tally
- Microsoft excel
- Microsoft Word

LANGUAGE

- ✓ English
- ✓ Hindi
- ✓ Kannada
- ✓ Malayalam