



HAJA MAIDEEN. V

Email Id: maideenhaja969@gmail.com

Candidate suitable for : Admin Clerk Cum Store Keeper

Objective

Can work in a fast – paced environment with organizational and interpersonal skills. Trustworthy ethical and discreet, committed to superior customer service. confident and poised interactions with individuals. Detail oriented and resourceful in completing projects and able to perform multi – task work effectively.

Professional Experience

Company Name	Position	Period
P.K.M Grand India	Biller, Cashier	2018-2022
Hotel Tayyip – India	Front Dest Staff	2012-2018
Oman insurance company (PSC)- Dubai U.A.E	Document controller cum admin clerk	2010-2011
Range general trading (LLC) – Dubai U.A.E	Document controller cum admin clerk	2008 – 2009
Yaar Properties (LLC) – Dubai U.A.E	Document controller cum admin clerk	2006-2008

Qualification : Graduate B.Sc, (Zoology)

Computer Skills

Office Utilities	D.C.A
Software Package	Internet , Shamil Software & Networking, Gofrugel S/W.Moon S/W

Job Roles & Responsibilities

- Prepare written documents, reports.. etc
- Maintain documents, files and records for the purpose of providing up to date reference and audit trail for compliance .
- Placed incoming goods& maintain proper entry for outgoing goods.
- Provides general information regarding company.
- Build and maintain strong working relationship with clients.
- Carryout customer satisfaction survey to maintain client relationships and ensure they are satisfied.
- Handle and manage client complaints and loops with the deployed supervisor immediately.
- Responsible for collecting payments, documents especially overdue accounts from client with all effect.

Personal Strength

- Better practical understanding
- Hard working & flexibility based on work load
- Good communication skill
- Quick adaptability & good approach with staffs
- Good leadership quality and good team player

Personal profile

Date of Birth : 20 JANUARY 1974

Sex : Male

Nationality : Indian

Marital Status : Married

Languages Known : English, Hindi , Malayalam & Tamil
Visa status : Visit Visa (valid up to 14th June 2022)
Passport No : P 8767149
Date of issue : 12.05.2017
Date of Expiry : 11.05.2027
Place of Issue : Tiruchirappalli

Affirmation

I hereby declare that all the details give above are true to the best of my knowledge and belief.

Place :

Signature,

Date :

(HAJA MAIDEEN.V)