



HAJA MAIDEEN

ADMIN CLERK CUM STORE KEEPER



0563736719



maideenhaja969@gmail.com



Dubai,UAE

EDUCATION

SECONDARY SCHOOL

NATIONAL HR SEC SCHOOL
NAGORE

BACHELOR OF ZOOLOGY (B.SC ZOOLOGY)

TBML ARTS AND SCIENCE
COLLEGE

SKILLS

- Strong verbal communication
- Office Utilities
- Linux
- Good leadership
- Better practical understanding
- MS-Word , Excel , Powerpoint

MY HOBBY

- Reading book
- Volunteering
- Traveling

PROFILE SUMMARY

I am Haja maideen and i 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.

WORK EXPERIENCE

• P.K.M GRAND INDIA

biller,Cashier (2018 - 2022)

• Hotel Tayyip - India

Front Dest Staff (2012 - 2018)

• Oman insurance company(PSC)-Dubai UAE

Document controller cum admin clerk(2010 - 2011)

• Range general trading(LLC)-Dubai UAE

Document controller cum admin clerk(2008 - 2009)

• Year Properties (LLC)-Dubai UAE

Document controller cum admin clerk(2006 - 2008)

• Dibba modern bakery (LLC) - Fujaira

store keeper (2022)

• Eco Technology- Ajman

System Admin (2023)

LANGUAGES

- ENGLISH
- HINDI
- MALAYALAM
- TAMIL

PERSONAL DETAILS

NAME : HAJA MAIDEEN
DOB : 20-01-1974
GENDER : MALE
MARTIAL STATUS : MARRIED
NATIONALITY : INDIAN
PASSPORT NUMBER : P 8767149

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

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.
- Handled incoming and outgoing correspondance including meeting,e-mails , phone calls and other mails
- managed office supplies inventory and placed orders to ensure continuous office operation in a proper mannar

DECLARATION :

I HEREBY DECLARE THAT ALL THE DETAILS GIVE ABOVE ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

PLACE :
DATE :

YOURS SINCERELY,
HAJA MAIDEEN.V