

RESUME

Rajeesh T Majeed

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CAREER OBEJCTIVE:

To be associated with an organization that gives me scope to update my knowledge and skill in Secretarial/ Human Resource field by using the knowledge and skills that I have acquired for the betterment of my employer.

ACADEMIC QUALIFICATIONS:

- ◆ +2 Commerce
- ◆ B.B.A
- ◆ Diploma in Computer Application

OTHER QUALIFICATIONS:

Operating Systems: SAP, Windows 2000/NT/98

EXTRA CRRICULAR ACTIVITIES:

- Active participant in school-college arts festivals.
- Essay and Story Writing.

EXPERIENCES:

1. From January 2006 to July 2008

Position : Financial Adviser
Company : ICICI Prudential, Kannur, Kerala, India

2. From July 2008 to January 2009:

Position : Cashier
Company : Lulu Hypermarket, Sanaiya, Al Ain, UAE

3. From January 2009 to March 2014 date:

Position : Secretary to General Manager
Company : Lulu Hypermarket, Sanaiya, Al Ain, UAE

4. From March 2014 to February 2015.

Position: Business Analyst
Company: Lulu Regional Office, Al Ain, UAE

5. From March 2015 to 2017.

Position: Buyer
Company: Lulu Hypermarket, Barari, Al Ain, UAE

6. From March 2017 to till date.

Position: H.R. Assistant
Company: Lulu Regional Office, Al Ain, UAE

SUMMARY OF QUALIFICATION AND RESPONSIBILITIES

- ◆ Providing Secretarial & Administrative support to the General Manager using skills in speed writing for internal and external correspondence.
- ◆ Coordinating with the top management of the companies as well as clients; and handling routine correspondence, incoming and outgoing fax, e-mails, couriers, etc.
- ◆ Handling office independently and attending guests/ clients in the absence of General Manager
- ◆ Preparing itinerary, schedule appointments; arrange ticketing and accommodation to General Manager.
- ◆ Organizing and arranging Meeting, Training and preparing minutes of Meetings, etc
- ◆ Assisted Managers in screening of candidates, coordinating interviews.
- ◆ Preparing contracts for Tenants, maintenance and transporting companies.
- ◆ Coordinating with Purchase Dept. in their daily activities.
- ◆ Taking part in organizing special indoor activities, its planning and advertisements.
- ◆ Coordinating with various maintenance contractors for routine services.
- ◆ Maintaining data of more than 400 staff, their profile, trainings & leave schedules, activity records, etc.
- ◆ Developed and implemented training programs for new staffs.
- ◆ Coordinating with PRO in issuing and renewing Insurance cards, Labor cards and Medical Certificates.
- ◆ Acted as liaison between employees and management in analyzing and resolving their personal grievances.
- ◆ Arranging staff accommodation and its maintenance.
- ◆ Well established filing system and maintaining confidential files and records.
- ◆ Complete front office management.

PERSONAL PROFILE:

Date of Birth	:	20.08.1984
Sex	:	Male
Nationality	:	Indian
Marital Status	:	Married
Religion	:	Muslim
Languages Known	:	English, Hindi, Malayalam & Tamil
Passport No	:	L 4581042
Issue/Expiry Date	:	02.09.2013 to 01.09.2023
Communication Address	:	Post Box No. 87555 Al Ain, UAE
Permanent Address	:	Pallippuram House Dharmadam (Post) Tellicherry Kannur, Kerala India, Pin- 670 106 Mob:- 00919946097094

Covid-19 Vaccination Report:

First dose	:	12.11.2020 Sinopharm (202007030)
Second dose	:	04.01.2021 Sinopharm (202007041)
Third dose	:	07.07.2021 Pfizer (FD5613)

DECLARATION:

I hereby declare that the above information is true and correct to the best of my knowledge. Document or Certificate & Testimonials pertaining to my abilities and capabilities shall be submitted as proof as and when required.

Place : Al Ain

Date : 25.10.2021

Rajeesh.T.Majeed