

HABIB RAHMAN.I

United Arab Emirates.

Mobile: 050-8933600

Email id: ihrhabib@gmail.com

Dear Sir/Madam,

Greetings!

To give a gist about me, I am Habib Rahman, **Bachelor of mathematics** with First class. I am dexterous in my attitude, knowledge and skills with regard to management. I look forward for a challenging job, which would enable me to enhance my growth as a professional concurrently with the company's escalation. I have given details about my qualification and me in my resume. Please check out my resume, it's given for your kind perusal.

I have a clear competency in achieving targets with innovative ideas, have an ability to focus on customer needs and can be motivated easily, self starter. I am a person with mission and vision, which makes a higher level of confidence in me to reach out the goals of my life and career. Please consider my application as I believe that my knowledge, skills would be a valuable asset to your company.

I'll gladly tell more about myself at an interview at anytime of your convenience. I hope you find my details of interest and look forward to get deliberation from you. Thank you,

Genuinely,

I.Habib Rahman.

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Professional Objective:

To significantly contribute to the success of a progressive organization where i can synergies my experience commensurate with qualification.

Academic Qualification:

B.Sc - Bachelor Degree in Mathematics, A.V.C.College, Mayiladuthurai, India.

M.C.A – Master of Computer Application, Jamal Mohamed College, Trichy, India.

Technical Qualification:

D.A.S.T – Diploma Application in Software Technology.

Experience Profile:

Having more than 18 years career experience and during the period,

Working with **M/s. RAKNOR Blocks Factory.**, Ras-Al-Khaimah as a **Sales cum Dispatcher coordinator** since **01th March 2019** onwards.,

Working with **EPTALEX-MEG Legal services**, Dubai as an Assistant **PRO Cum HR Admin** since **1th Jan 2015** to **28th Feb 2019**.

Working with **Beaver Gulf Contracting LLC**, Ajman as a, **HR Administration**

Clerk Cum Assistant Pro Works since 20th June 2010 to 15 July 2013.

Working with Veolio Water Solution, Abudhabi as a, Document controller Cum Collection Agent Since 16th July 2013 to September 2014.

Working with M/s. Grand Asia Petroleum LLC, Sharjah, a Sales Executive since 04th April 2009 to 13th Nov 2009.

Working with M/s. National Tiles & Blocks Co, Ltd., Ras-Al-Khaimah as a Sales Clerk cum Cashier since 20th June 2003 to May 20th 2008.

Job Responsibilities of a Sales Executive:

- ❖ Build good working relationships
- ❖ Understand the needs of your business customers
- ❖ Research the market and related products
- ❖ Present the product or service favourably and in a structured professional way face-to-face.

In the capacity of Sales Executive cum dispatch coordinator to my exposures includes:

As a *Sales Executive cum dispatch coordinator*, I have been associated with our customers.

- ❖ Listen to customer requirements and present appropriately to make a sale
- ❖ Maintain and develop relationships with existing customers in person and via telephone calls and emails
- ❖ Cold call to arrange meetings with potential customers to prospect for new business
- ❖ Respond to incoming email and phone enquiries
- ❖ Act as a contact between a company and its existing and potential markets
- ❖ Negotiate the terms of an agreement and close sales
- ❖ Gather market and customer information
- ❖ Challenge any objections with a view to getting the customer to buy
- ❖ Advise on forthcoming product developments and discuss special promotions
- ❖ Create detailed proposal documents, often as part of a formal bidding process which is largely dictated by the prospective customer
- ❖ Check the quantities of goods on display and in stock
- ❖ Make accurate, rapid cost calculations and providing customers with quotations.

In the capacity of Document Controller, Administration Clerk & HR Assistant Cum Assistant PRO to my exposures includes:

- ❖ Updating and maintaining the PRO database e.g. scanning of passports, labour contracts, labour cards and visa details;
- ❖ Organize passports and/or labour cards to be given to staff if required in PRO's absence; Tracking of entry dates of new starters for visa purposes
- ❖ Doing receptionist task such as: screening telephone calls, inquiries and request and handling them with appropriate action.
- ❖ Arranging/ booking travel schedule
- ❖ Meeting and greeting visitors. Ensure guest meeting with CEO/Managers are well taken care of.
- ❖ Liaising with suppliers, clients and staff on requirements.
- ❖ Maintaining office equipment & system, filing, office requirements, purchase supplies, manage areas such as conference room, stockrooms,
- ❖ Facilitate internship such as coordinating with Universities availability of students for internship program.
- ❖ Doing the initial screening on applicant's curriculum vitae.
- ❖ Update daily attendance and leave sheet

In the capacity of computer knowledge to my software exposure includes:

Skill profile

Development Tools

Visual Basic 5.0 & 6.0

RDBMS

Oracle 7 with

SQL plus

PL/SQL

SQL forms

SQL reports

DBMS

Ms Access, FoxPro 2.5 & 2.6

Tools

Ms Office products

Platform forms familiar with

Windows 98/2000, windows me,

Personal strengths:

- ❖ Good time management, planning and monitoring skills.
- ❖ Excellent written, communication and Technical documentation skills.
- ❖ Good knowledge of improvement techniques and good collaborative learning.

Personal details:

Date of birth	: 31- 01-1979.
Sex	: Male.
Nationality	: Indian.
Religion	: Islam.
Marital status	: Married.
Languages Known	: English, Hindi, Tamil, Malayalam, and Arabic (to Speak).

Passport details:

Passport no	: R 8192727.
Place of issue	: Dubai.
Date of issue	: 29-10-2017.
Date of Expiry	: 28-10-2028.
Driving license	: U.A.E Driving license (Light).
Visa Status	: Employment (Transferable).

DECLARATION:

I hereby declare that the above furnished information we true to best of my knowledge.

Yours faithfully

(I .HABIB RAHMAN)