

# RESUME

**MUHAMMAD NABEEL KULAI**

SHARJAH, UAE

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- **PROFESSION: ADMIN COORDINATOR**
- **EXPERIENCE: 5 YEARS**
- **VISA STATUS: IN EMPLOYMENT VALID UPTO MARCH 2023**

## CAREER OBJECTIVE:

Seeking a position in an **Administration/ Human Resource Department** in a company where I can utilize and practice my communication and technical skills and expand my knowledge and experience on the same by efficiently serving the organization.

## EDUCATIONAL QUALIFICATION:

- ✓ Completed **SSLC** with **74%** of marks in Beary's Sea Side Public School, Kundapur, India on April 2012.
- ✓ Completed **Second year PUC** with **69%** of marks in Government PU College, Mulki, India on March 2015.
- ✓ Graduated in **Diploma in Commercial Application** with **96%** of marks in Manipal Institute of Computer Education, Mangalore, India on October 2016.
- ✓ Graduated in **Post-Graduation Diploma in Computer Application** with **94%** of marks in National Institute of Software Education, Udupi, India on October 2017.

## TECHNICAL QUALIFICATION:

- ✓ Completed a Certificate Course in Advanced Excel and Typing Tutor in Manipal Institute of Computer Education, Mangalore, India.

## COMPUTER SKILLS:

- ✓ Possess a good knowledge of Windows Operating System, Internet and Microsoft Office.
- ✓ Good exposure of accounting package Tally ERP9.
- ✓ Skill of typing at the average of 30 words p/m.

### ASSETS:

- ✓ Innovative, Committed and Target oriented.
- ✓ Good grasp of training needs.
- ✓ Good in public relation.
- ✓ Quick learner with good listening skills.
- ✓ Developed influencer and negotiate with an ability to gain commitment.

### WORK EXPERIENCE:

- Worked as an **Administrator & Accountant** at Lycoris builders and developers, Mangalore, India for 1 year. (01-06-2015 to 31-05-2016)
- Worked as an **Administrator & Document controller** at Rehab associates, Udupi, India for 1 year & 6 months. (03-06-2016 to 25-12-2017)
- Worked as an **Admin Coordinator & Document Controller** at Larsen & Toubro LLC, Riyadh, Saudi Arabia for 1 year & 3 months. (01-01-2018 to 17-03-2019).
- Worked as an **Admin Coordinator** at Jaddarah Workforce Service Co., Jubail, Saudi Arabia for 1 year & 3 months. (12-04-2019 to 25-07-2020).

### LINGUISTIC ABILITIES:

TO SPEAK: English, Hindi, Kannada, Malayalam and Urdu.

TO READ & WRITE: English, Hindi, Kannada, Arabic and Urdu.

### PERSONAL PROFILE:

Father's name	:	ABOOBAKAR H
Mother's name	:	KHADIJATHU NISHA
Date of Birth	:	25-NOV-1996
Nationality	:	INDIAN
Gender	:	MALE
Marital status	:	SINGLE

### PASSPORT DETAILS:

Passport no: **P5312726**, issued on 24-Oct-2016 in Bengaluru, India. (Date of Expiry: 23-Oct-2026)

### DECLARATION:

I hereby declare that all the above information is true to the best of my knowledge and belief.

**(MUHAMMAD NABEEL KULAI)**