<!DOCTYPE html> <html lang="en"> <head> <meta charset="UTF-8"> <meta name="viewport" content="width=device-width, initial-scale=1.0"> <title>Professional CV</title> <style> body { font-family: Arial, sans-serif; line-height: 1.6; margin: 0; padding: 0; background-color: #f4f4f4; } .container { width: 80%; margin: auto; background: #fff; padding: 20px; box-shadow: 0 2px 10px rgba(0, 0, 0, 0.1); } .header { text-align: center; margin-bottom: 20px; } .header h1 { margin: 0; color: #333; } .header p { margin: 0; color: #777; } .section { margin-bottom: 20px; } .section h2 { border-bottom: 2px solid #333; padding-bottom: 5px; color: #333; } .section ul { list-style-type: none; padding: 0; } .section ul li { margin-bottom: 10px; } .skills { display: flex; flex-wrap: wrap; } .skills span { background: #007BFF; color: #fff; padding: 5px 10px; margin: 5px; border-radius: 5px; } </style> </head> <body> <div class="container"> <div class="header"> <h1>Abdul Basith</h1> <p>Email: abdulbasiththondyil@gmail.com | Phone: +971 0509397400</p> <p>LinkedIn: <a href="https://www.linkedin.com/in/abdul-basith-linkdin" target="\_blank">linkedin.com/in/abdul-basith-linkdin</a></p> </div> <div class="section"> <h2>Professional Summary</h2> <p>Experienced HR and labor/emigration professional with a strong background in UAE labor laws, emigration procedures, and documentation. Skilled in customer service, compliance management, and administrative support, with a proven ability to ensure smooth processes and deliver exceptional results.</p> </div> <div class="section"> <h2>Key Skills</h2> <div class="skills"> <span>UAE Labor Law Expertise</span> <span>Emigration Documentation</span> <span>Customer Service</span> <span>Attention to Detail</span> <span>Microsoft Office Proficiency</span> <span>Typing Speed: 36 WPM (96% Accuracy)</span> <span>Data Management</span> </div> </div> <div class="section"> <h2>Work Experience</h2> <ul> <li> <strong>HR Assistant</strong> - Al Kharbash Group of Companies, UAE (Current Role)<br> - Managed labor and visa documentation in compliance with UAE laws.<br> - Assisted employees with emigration processes and provided administrative support.<br> - Improved efficiency by streamlining document verification processes. </li> <li> <strong>Software Developer</strong> - First Logic Meta Lab Pvt Ltd, India (May 2023 - May 2024)<br> - Developed and maintained mobile applications using Flutter and Dart.<br> - Collaborated with cross-functional teams to deliver user-friendly software solutions. </li> </ul> </div> <div class="section"> <h2>Education</h2> <ul> <li> <strong>Bachelor of Arts in Arabic</strong> - Calicut University, India </li> <li> Certification in Full Stack Development - American Board (2023) </li> </ul> </div> <div class="section"> <h2>Languages</h2> <ul> <li>English: Fluent</li> <li>Arabic: Basic Knowledge</li> </ul> </div> <div class="section"> <h2>References</h2> <p>Available upon request.</p> </div> </div> </body> </html>