

HAKEEB JAVIDH



Accountant cum Sales Executive



2 Years' Experience



javidjaayi147147@gmail.com



Jubail, Saudi Arabia.



19-10-1999



D. No 7-127/1 7th Block, Krishnapura, Surathkal

Mangalore Karnataka,

+966- 598030224 (KSA).

+91 9632641361



(Passport)

V4643612

CAREER OBJECTIVES: -

To work in a reputable company which offers a good opportunity to share my knowledge and skills with others and participate myself and work towards for a complete satisfaction of the company.

PROFESSIONAL WORK EXPERIENCE IN SAUDI ARABIA & INDIA

❖ Organization: Al-Muzain.

Tenure : Feb 2023– Feb 2024

Designations: Camp Assistant

Responsibilities:

- Updated and Maintain Labour files and documents
- Trained Labour team on equipment features and demonstration techniques.
- Coordination with Project Supervisors for solving problems and queries at the site.
- Arranging and updating documentation for a gate pass, safety induction, employees, and equipment IDs.
- Handle all documentation works like as a Desk Clerk/Document Controller and keep safely (Document Submitting, Internal Request, Plant ID's, Safety Induction, Equipment TUV & Inspection, etc.)
- Checked and submitted to employee's attendance and overtime duration paper at end of the month to head office and HR dept.
- Co-ordinate & participates in project discussions with departments. Follows up day-by-day manpower and equipment utilization records. Monitoring the works for conformance with the contract documents.

❖ Organization: Sulthan Builders Mangalore.

Tenure : Jan 2021– Jan 2023

Designations: Office Attendant cum Accountant

PROJECTS INVOLVED IN KSA:-

❖ Title: SIPCHEM Chemicals Co.

- Client : **Al-Muzain (Shut Down)**
- Time Period : From Apr 2024 to May 2024
- Role : Document Controller .

❖ **Title: NATPET Petroleum Products Co.**

- Client : **AI-Muzain (Shut Down)**
- Time Period: From May 2024 to Jul 2024
- Role : Document Controller

EDUCATION ACADEMIC PROFILE: -

❖ **Mangalore Pre University College**

BBA (Bachelor of Business Administration)

Percentage = 60 % (2018 -2021)

❖ **Milagres Pu College Hampankatta Mangalore**

P.U.C (12th Standard) Percentage 43.33% (2016-2017)

❖ **Al- Badriya English Medium School ,Krishnapura , (State Board)**

S.S.L.C (10th Standard) Percentage = 64.48 % (2014 -2015)

COMMUNICATION AND INTERPERSONAL SKILLS: -

- Outstanding command over verbal and non-verbal communication & interpersonal skills.
- Strong organizational, managerial, Problem solving, interpersonal and negotiation skills.
- Ability to manage multiple projects with minimal supervision.

ADDITIONAL QUALIFICATION: -

- Office Automation: (**MS office, Excel, Word, PowerPoint, Outlook, Paint**)
- **Tally With GST,**
- **DCA , Foreign Accounting**

PERSONAL DETAILS: -

Name : **HAKEEB JAVIDH**

Father's Name : **ABOOBAKKAR (Late)**

Gender : Male

Marital Status : Unmarried

Nationality : Indian

Religion : Muslim

Languages Known : **Tamil, English, Hindi, Urdu & Malayalam.**

Blood Group : A+

DECLARATION: -

I hereby declare that all statements made in this application are correct to the best of my knowledge And belief.

Place: Jubail

Yours Sincerely,

Date:

(HAKEEB JAVIDH)

15613687

ಕರ್ನಾಟಕ



ಸರ್ಕಾರ

SGG35512

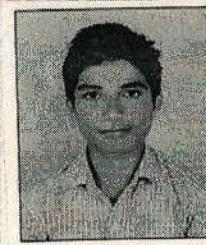
GOVERNMENT OF KARNATAKA



ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ

Karnataka Secondary Education Examination Board

ಪ್ರಮಾಣ ಪತ್ರ / Certificate



ಈ ಕೆಳಗೆ ನಮೂದಿತ ಅಭ್ಯರ್ಥಿಯು ಎಸ್.ಎಸ್.ಎಲ್.ಎಂ. ಪರೀಕ್ಷೆಯಲ್ಲಿ ತೇಗೆಡೆಯಾಗಿರುವುದನ್ನು ಪ್ರಮಾಣೇಕಿಸಿದೆ.

This is to certify that the below mentioned candidate has passed S.S.L.C. Examination.

ನೋಂದಣಿ ಸಂಖ್ಯೆ / Register No. : 20150664939	ತಿಂಗಳು - ವರ್ಷ / Month - Year : APRIL 2015
ಶಿಕ್ಷಣ ಮಾಧ್ಯಮ / Medium of Instruction : ENGLISH	ಅಭ್ಯರ್ಥಿ ಒಬ್ಬೆ / Candidate Type : CCE REGULAR FRESH

ಹೆಸರು / Name : HAKEEB JAVIDH

ತಂದೆಯ ಹೆಸರು / Father's Name : ABOOBAKKAR

ತಾಯಿಯ ಹೆಸರು / Mother's Name : JAMEELA

ಜನ್ಮ ದಿನಾಂಕ / Date of Birth : 19-10-1999 NINETEENTH - OCTOBER - NINETEEN NINETY-NINE

ಲಂಗ / Gender : BOY

ಭಾಗ - ಎ / PART - A

ಶೈಕ್ಷಣಿಕ ವಿಷಯಗಳು SCHOLASTIC SUBJECTS	ಬಾಹ್ಯ ಪರೀಕ್ಷೆ EXTERNAL EXAMINATION			ಆಂತರಿಕ ಪೊಲ್ಯೂಮಾಪನ INTERNAL ASSESSMENT			ಒಟ್ಟು ಅಂತರ್ಗತ TOTAL MARKS			ತೇಣೆ GRADE
	ಗರಿಷ್ಠ ಅಂತರ್ಗತ MAX. MARKS	ಕನಿಷ್ಠ ಅಂತರ್ಗತ MIN. MARKS	ಗಳಿಸಿದ ಅಂತರ್ಗತ MARKS OBTAINED	ಗರಿಷ್ಠ ಅಂತರ್ಗತ MAX. MARKS	ಗಳಿಸಿದ ಅಂತರ್ಗತ MARKS OBTAINED	ಗರಿಷ್ಠ ಅಂತರ್ಗತ MAX. MARKS	ಕನಿಷ್ಠ ಅಂತರ್ಗತ MIN. MARKS	ಗಳಿಸಿದ ಅಂತರ್ಗತ MARKS OBTAINED		
ಪ್ರಥಮ ಭಾಷೆ / FIRST LANGUAGE : ENGLISH	100	35	90	25	22	125	44	112	A	
ದ್ವಿತೀಯ ಭಾಷೆ / SECOND LANGUAGE : KANNADA	80	28	60	20	18	100	35	78	B+	
ತೃತೀಯ ಭಾಷೆ / THIRD LANGUAGE : HINDI	80	28	41	20	20	100	35	61	B	
ಗಣಿತ / MATHEMATICS	80	28	28	20	16	100	35	44	C	
ವಿಜ್ಞಾನ / SCIENCE	80	28	29	20	18	100	35	47	C	
ಸಮಾಜ ವಿಜ್ಞಾನ / SOCIAL SCIENCE	80	28	42	20	19	100	35	61	B	
ಒಟ್ಟು ಅಂತರ್ಗತ / TOTAL MARKS :	500	175	290	125	113	625	219	403	ಸಿಜಿಎಂ / CGA : B	

ಗಳಿಸಿದ ಒಟ್ಟು ಅಂತರ್ಗತ (ಅಂತರ್ಗತಲ್ಲಿ) /

TOTAL MARKS OBTAINED (IN WORDS) : FOUR HUNDRED THREE ONLY

(64.48%)

ಭಾಗ - ಬಿ / PART - B

ಕ್ರ. ಸ./ Sl. No.	ಸಹ ಶೈಕ್ಷಣಿಕ ವಿಷಯಗಳು / CO-SCHOLASTIC SUBJECTS	ತೇಣೆ / GRADE	ಕ್ರ. ಸ./ Sl. No.	ಸಹ ಶೈಕ್ಷಣಿಕ ವಿಷಯಗಳು / CO-SCHOLASTIC SUBJECTS	ತೇಣೆ / GRADE
1.	ದ್ಯುಹಿಕ ಮತ್ತು ಆರೋಗ್ಯ ಶಿಕ್ಷಣ / PHYSICAL & HEALTH EDUCATION	A	2.	ಮನೋಭಾವ ಮತ್ತು ಪೊಲ್ಯೂಗಳು / ATTITUDE & VALUES	B
3.	ಕಾರ್ಯಾನುಭವ / WORK EXPERIENCE	A	4.	ಕಲಾ ಶಿಕ್ಷಣ / ART EDUCATION	A

KSEEB KSEEB

ಶಾಲಾ ಸಂಕೇತ, ಹೆಸರು ಮತ್ತು ವಿಳಾಸ /
SCHOOL CODE, NAME AND ADDRESS :

GG0333

AL-BADRIYA HIGH SCHOOL

7TH BLK, KRISHNAPURA

MANGALURU TALUK,, D K DIST.,
575014

ದಿನಾಂಕ / DATE : 13-05-2015

ಕಾರ್ಯದರ್ಶ

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ, ಬೆಂಗಳೂರು

SECRETARY

KARNATAKA SECONDARY EDUCATION EXAMINATION BOARD,
BENGALURU

269478



ಕರ್ನಾಟಕ ಸರ್ಕಾರ
GOVERNMENT OF KARNATAKA

ಪದವಿ ಪೂರ್ವ ಶಿಕ್ಷಣ ಇಲಾಖೆ



201500021930

ಪ್ರಮಾಣ ಪತ್ರ CERTIFICATE

ఈ కెళగే నమూదిసిద అబ్బాధియ పదవి పూవు శిక్షణద కోసమ్మ సంపూర్ణగొలిసి ద్వితీయ వషటద పరీక్షెయల్లి కెళగిన వివరగట్టేందిగే తేగచెయాగిరుతారే ఎందు పమాణీకరిసలాగిదే:

This is to certify that the candidate mentioned below has completed the course and passed the second year Pre-University Examination with the following details :

ಅಭ್ಯರ್ಥಿಯ ಹೆಸರು } HAKEEB JAVIDH
Candidate's Name

ತಿಂಗಳು/ವರ್ಷ
Month /Year } MARCH 2017

ತಾಯಿಯ ಹೆಸರು } JAMEELA
Mother's Name

ನೇಂದರೆ ಸಂಖ್ಯೆ } 924417
Register No.

ತಂದೆಯ ಹೆಸರು } ABOOBAKKAR
Father's Name



ವಿಷಯಗಳು (1) Subjects	ನೋಂದಣಿ ಸಂಖ್ಯೆ Register No. (2)	ತಿಂಗಳು/ವರ್ಷ Month/Year (3)	ಗರ್ವಾಂಶ Max. Marks (4)	ಅಂತಿಮದಲ್ಲಿ In figures (5)	ಕ್ರಮಾಂಕ Grace Marks (6)	ಟೆಂಪ್ಲಾಟ್ Total Marks (7)	ಪಡೆದ ಅಂಶಗಳು Marks Obtained	ಅಂಶಗಳನ್ನು In words (8)
ಭಾಗ-I ಭಾಷೆಗಳು Part-I Languages								
KANNADA	924417	MAR 2017	100	52		52	FIVE TWO	
ENGLISH	924417	MAR 2017	100	55		55	FIVE FIVE	
ಭಾಗ-II ವಿಷಯಗಳು Part-II Optionals								
ECONOMICS	924417	MAR 2017	100	53		53	FIVE THREE	
BUSI STUDIES	924417	MAR 2017	100	35		35	THREE FIVE	
ACCOUNTANCY	924417	MAR 2017	100	30		30	THREE ZERO	
STATISTICS	924417	MAR 2017	100	35		35	THREE FIVE	

ଅଂକଗୁଡ଼ ଆକ୍ରମଣାତ୍ମି TWO SIX ZERO

260

THIRD

MILAGRES PU COLLEGE, HAMPANKATTA MANGALORE , DK DT 575001
College

ವಿದ್ಯಾರ್ಥಿ ವಿಧ: STUDENT TYPE : **FRESHER**

ಭಾರತ/ MEDIUM : ENGLISH

ఫలితాంత దినాంకః
DATE OF RESULT : 12-05-2017

2056 19

A photograph of a signature in black ink, reading "B. Shashikala", placed over a background where the text "PRE-UNIVERSITY EDUCATION" is repeated in a grid pattern.

ಮಂಗಳೂರು
MANGALORE



ವಿಶ್ವವಿದ್ಯಾಲಯ
UNIVERSITY

ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾಲಯದ ಕುಲಾಧಿಪತಿಗಳು, ಸಹಕುಲಾಧಿಪತಿಗಳು, ಕುಲಪತಿಗಳು.

ಸಿಂಡಿಕೇಟ್ ಮತ್ತು ವಿದ್ಯಾವಿಷಯಕ ಪರಿಷತ್ತಿನ ಸದಸ್ಯರುಗಳಾದ ನಾವು

ಹಕೀಬ್ ಜಾವೀದ್ ಅವರು

2021 ನೇಯ ವರ್ಷದಲ್ಲಿ ನಡೆದ ನಿರ್ದಿಷ್ಟ ಪರೀಕ್ಷೆಗಳಲ್ಲಿ ದ್ವಿತೀಯ ಶ್ರೇಣಿಯಲ್ಲಿ ಉತ್ತೀರ್ಣರಾಗಿ ಪದವಿ ಪಡೆಯಲು ಅರ್ಹತೆಯನ್ನು ಪಡೆದಿರುವ ಬಗ್ಗೆ ಅರ್ಹ ಪರೀಕ್ಷೆಕರಿಂದ ಪ್ರಮಾಣೀಕೃತವಾಗಿರುವುದರಿಂದ

2022 ರ ಏಪ್ರಿಲ್ ತಿಂಗಳ ಇಪ್ಪತ್ತಮೂರ್ಕಿನ ನೇಯ ದಿನದಂದು ನಡೆದ ಘಟಕೋತ್ಸವದಲ್ಲಿ

ಬ್ಯಾಚ್‌ಲರ್ ಆಫ್ ಬಿಸಿನೆಸ್ ಅಡ್ವಿನಿಸ್ಟ್ರೇಟ್

ಪದವಿಯನ್ನು ಪಡೆಯಲು ಅಂಗೀಕೃತರಾಗಿರುವರೆಂದು ಈ ಮೂಲಕ ಶ್ರುತಪಡಿಸುತ್ತೇವೆ.

*We, the Chancellor, the Pro-Chancellor, the Vice Chancellor,
members of the Syndicate and Academic Council of Mangalore University
do hereby make known that*

HAKEEB JAVIDH
has been admitted to the Degree of

Bachelor of Business Administration

*at the Convocation held on the 23rd day of April 2022
on being duly certified by competent examiners as qualified to receive the
same after passing the prescribed examinations held in the year 2021 and
on being placed by them in the Second Class.*



ವಿಶ್ವವಿದ್ಯಾಲಯದ ಲಾಂಭನದೊಂದಿಗೆ ನೀಡಿದೆ.

Given Under the Seal of the University.

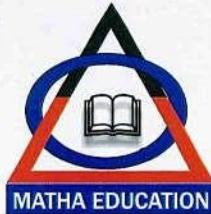
ಮಂಗಳೂರು, ಕರ್ನಾಟಕ ರಾಜ್ಯ, ಭಾರತ
MANGALAGANGOTRI, Karnataka State, INDIA

ದಿನಾಂಕ Date 27.10.2022

ನಂಂದಂಬ ಸಂಖ್ಯೆ Reg. No.: 185462104
ತ್ವರಿತ ಸಂಖ್ಯೆ : Sl. No.: 010500/2022



ಹಕೀಬ್ ಜಾವೀದ್
VICE CHANCELLOR



MATHA EDUCATION CENTRE

REGN. NO. : 113/2001-02

RAO & RAO CIRCLE, STATEBANK, MANGALORE - 1.



Diploma in Computer Applications



This Certificate is awarded to

Name : HAKEEB JAVIDH
Code : MEC - 4221
Exam Center : MATHA EDUCATION CENTER
Date : 08-04-2022
Subject : MS Windows, MS Word, MS Excel , MS PPT,
MS Access, EnglishTyping, Kannada Typing,
Tally ERP.9(GST), Internet.



Grade

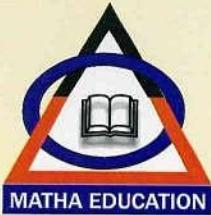
: "A"
MATHA EDUCATION



Principal

GRADE	A	B	C	D
PERCENTAGE	> 80%	> 70%	> 60%	< 60%

Director



MATHA EDUCATION CENTER

REGN. NO. : 113/2001-02

BRANCH: RAO & RAO CIRCLE, STATEBANK, MANGALORE - 1.

Short Term Course in Computer Applications

This Certificate is awarded to

HAKEEB JAVIDH



Student Code : MEC:4232

Examination Centre : MATHA EDUCATION CENTER

Date : 21-04-2022

*Subjects : Excel, Advanced Excel ,
Tally with GST & Peachtree*

for successfully completing the course in “A” Grade

Principal



*LPH/2022
Director*

GRADE	A	B	C	D
PERCENTAGE	> 80%	> 70%	> 60%	< 60%

दीज़ा / VISA

3

भारत गणराज्य / REPUBLIC OF INDIA

टाइप / Type

P

कोड / Code

IND

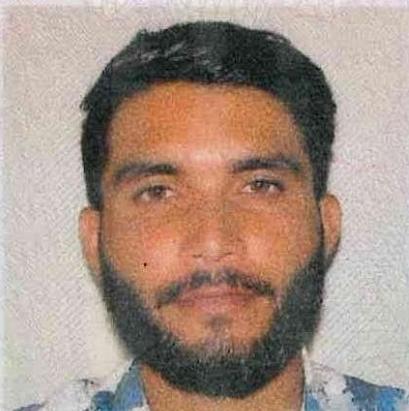
राष्ट्रियता / Nationality

भारतीय / INDIAN

पासपोर्ट नं. / Passport No.

V 4643612

उपनाम / Surname



दिया गया नाम / Given Name(s)

HAKEEB JAVIDH

जन्मतिथि / Date of Birth

19/10/1999

लिंग / Sex

M

जन्म स्थान / Place of Birth

MANGALORE, KARNATAKA

जारी करने का स्थान / Place of Issue

BENGALURU

जारी करने की तिथि / Date of Issue

24/11/2021

समाप्ति की तिथि / Date of Expiry

23/11/2031

Javi

P<IND<<HAKEEB<JAVIDH<<<<<<<<<<<<<<<

V4643612<1IND9910193M3112314063715951121<38

34

वीजा / VISA



V4643612

पिता / कानूनी अधिकारक का नाम / Name of Father / Legal Guardian

ABOOBAKKAR

माता का नाम / Name of Mother

JAMEELA

पति या पत्नी का नाम / Name of Spouse

पता / Address

7-127/1, 7TH BLOCK, KRISHNAPURA, KATIPALLA

SURATHKAL, MANGALURU CITY

PIN: 575014, KARNATAKA, INDIA

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

फाईल नं. / File No.

BN4063715951121



SULTHAN BUILDERS

We think...! We Feel...! We Build...!



G-Floor, Mangalore
Gate Building, Kankanady,
Mangalore - 575002
0824-2438758, 948219 8758
990162 8758
sulthanbuilders@gmail.com
www.sulthanbuilders.com

TO WHOM SO EVER IT MAY CONCERN

It is our pleasure to inform you that Mr.Hakeeb Javidh S/o Aboobakkar, door no.7-127/1 7th block krishnapura, Mangalore-575014. He has worked with M/S Sulthan Builders for the position of Accountant from September 2020 to January 2023.

During this tenure of his work Mr.Hakeeb Javidh remained involved in his work and dedicated. We found him pretty active in whatever task we have provided him. He is a confident person. He is professionally sound, hard-working and a devoted staff. He has the motivation to take initiative tasks and we are gratified that he had been helpful in the advancement of our organization.

Moreover, during his service he has been found sincere, reliable, trustworthy, sociable, pleasant and open to challenges. He has a genial temperament and can efficiently work in a team. All of our staff members are pleased with him and feels comfortable in teaming and coordinating with him for the realization of organizational goals and objectives.

We wish him all the best in his future endeavor.

For SULTHAN BUILDERS

Place: Mangalore

Date: 02-02-2023

