

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 : **Al-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

Date:

Yours Sincerely,

(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.ಸಿ. ಪರೀಕ್ಷೆಯಲ್ಲಿ ತೇರ್ಗಡೆಯಾಗಿರುವುದನ್ನು ಪ್ರಮಾಣೀಕರಿಸಿದೆ.

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 ಬಗೆ / 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

ಲಿಂಗ / Gender : BOY

ಭಾಗ - ಎ / PART - A

ಶೈಕ್ಷಣಿಕ ವಿಷಯಗಳು SCHOLASTIC SUBJECTS	ಬಾಹ್ಯ ಪರೀಕ್ಷೆ EXTERNAL EXAMINATION			ಆಂತರಿಕ ಮೌಲ್ಯಮಾಪನ INTERNAL ASSESSMENT		ಒಟ್ಟು ಅಂಕಗಳು TOTAL MARKS			ಶ್ರೇಣಿ GRADE
	ಗರಿಷ್ಠ ಅಂಕಗಳು MAX. MARKS	ಕನಿಷ್ಠ ಅಂಕಗಳು MIN. MARKS	ಗಳಿಸಿದ ಅಂಕಗಳು MARKS OBTAINED	ಗರಿಷ್ಠ ಅಂಕಗಳು MAX. MARKS	ಗಳಿಸಿದ ಅಂಕಗಳು MARKS OBTAINED	ಗರಿಷ್ಠ ಅಂಕಗಳು MAX. MARKS	ಕನಿಷ್ಠ ಅಂಕಗಳು MIN. MARKS	ಗಳಿಸಿದ ಅಂಕಗಳು 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 ಅಂಕಗಳು / TOTAL MARKS :	500	175	290	125	113	625	219	403	ಸಿಡಿಎ / CGA : B

ಗಳಿಸಿದ ಒಟ್ಟು ಅಂಕಗಳು (ಅಕ್ಷರಗಳಲ್ಲಿ) /

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

(64.48%)

ಭಾಗ - ಬಿ / PART - B

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

KSEEB KSEEB KSEEB KSEEB KSEEB KSEEB KSEEB KSEEB KSEEB KSEEB KSEEB KSEEB KSEEB KSEEB KSEEB KSEEB

ಶಾಲಾ ಸಂಕೇತ, ಹೆಸರು ಮತ್ತು ವಿಳಾಸ /
SCHOOL CODE, NAME AND ADDRESS :
GG0333AL-BADRIYA HIGH SCHOOL
7TH BLK, KRISHNAPURA
MANGALURU TALUK,, D K DIST.,
575014

ದಿನಾಂಕ / DATE : 13-05-2015

ಕಾರ್ಯದರ್ಶಿ

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ, ಬೆಂಗಳೂರು

SECRETARY

KARNATAKA SECONDARY EDUCATION EXAMINATION BOARD,
BENGALURU

269478



ಕರ್ನಾಟಕ ಸರ್ಕಾರ
GOVERNMENT OF KARNATAKA

ಪದವಿ ಪೂರ್ವ ಶಿಕ್ಷಣ ಇಲಾಖೆ
DEPARTMENT OF PRE-UNIVERSITY EDUCATION



201500021930

ಪ್ರಮಾಣ ಪತ್ರ CERTIFICATE

ಈ ಕೆಳಗೆ ನಮೂದಿಸಿದ ಅಭ್ಯರ್ಥಿಯು ಪದವಿ ಪೂರ್ವ ಶಿಕ್ಷಣದ ಕೋರ್ಸ್‌ನ್ನು ಸಂಪೂರ್ಣಗೊಳಿಸಿ ದ್ವಿತೀಯ ವರ್ಷದ ಪರೀಕ್ಷೆಯಲ್ಲಿ ಕೆಳಗಿನ ವಿವರಗಳೊಂದಿಗೆ ತೇರ್ಗಡೆಯಾಗಿರುತ್ತಾರೆ ಎಂದು ಪ್ರಮಾಣೀಕರಿಸಲಾಗಿದೆ:

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 } **MARCH 2017**
Month /Year

ತಾಯಿಯ ಹೆಸರು } **JAMEELA**
Mother's Name

ನೋಂದಣಿ ಸಂಖ್ಯೆ } **924417**
Register No.

ತಂದೆಯ ಹೆಸರು } **ABOOBAKKAR**
Father's Name



ವಿಷಯಗಳು (1) Subjects ಭಾಗ-I ಭಾಷೆಗಳು Part-I Languages		ನೋಂದಣಿ ಸಂಖ್ಯೆ Register No. (2)	ತಿಂಗಳು/ವರ್ಷ Month/Year (3)	ಗರಿಷ್ಠಂಕ Max. Marks (4)	ಅಂಕಗಳಲ್ಲಿ In figures (5)	ಗ್ರೇಸ್ ಮಾರ್ಕ್ಸ್ Grace Marks (6)	ಪಡೆದ ಅಂಕಗಳು Total Marks (7)	ಅಕ್ಷರಗಳಲ್ಲಿ In words (8)
KANNADA		924417	MAR 2017	100	52		52	FIVE TWO
ENGLISH		924417	MAR 2017	100	55		55	FIVE FIVE
ಭಾಗ-II ಐಚ್ಛಿಕ 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
ಕಾಲೇಜು ಸಂಕೇತ ಸಂಖ್ಯೆ College Code No.	SS078		ಒಟ್ಟು ಅಂಕಗಳು Total Marks	600	260		260	ಪಡೆದ ದರ್ಜೆ Class Obtained
ಅಂಕಗಳು ಅಕ್ಷರಗಳಲ್ಲಿ Marks in words					TWO SIX ZERO		THIRD	
ಕಾಲೇಜು College					MILAGRES PU COLLEGE, HAMPANKATTA MANGALORE , DK DT 575001			

ವಿದ್ಯಾರ್ಥಿ ವಿಧ: **FRESHER**
STUDENT TYPE

201500021930

ಮಾಧ್ಯಮ/MEDIUM: **ENGLISH**

ಫಲಿತಾಂಶ ದಿನಾಂಕ:
DATE OF RESULT: **12.05.2017**

ಪ್ರಾಂಶುಪಾಲಕರ ಸಹಿ
Signature of the Principal

ಅಭ್ಯರ್ಥಿಯ ಸಹಿ
Signature of the Candidate

ನಿರ್ದೇಶಕರು,
ಪದವಿ ಪೂರ್ವ ಶಿಕ್ಷಣ ಇಲಾಖೆ, ಬೆಂಗಳೂರು.
DIRECTOR,
Department of Pre-University Education,
Bangalore.

ಮಂಗಳೂರು
MANGALORE



ವಿಶ್ವವಿದ್ಯಾನಿಲಯ
UNIVERSITY

ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಕುಲಾಧಿಪತಿಗಳು, ಸಹಕುಲಾಧಿಪತಿಗಳು, ಕುಲಪತಿಗಳು,

ಸಿಂಡಿಕೇಟ್ ಮತ್ತು ವಿದ್ಯಾವಿಷಯಕ ಪರಿಷತ್ತಿನ ಸದಸ್ಯರುಗಳಾದ ನಾವು

ಹಕೀಬ್ ಜಾವಿದ್ ಅವರು

2021 ನೆಯ ವರ್ಷದಲ್ಲಿ ನಡೆದ ನಿರ್ದಿಷ್ಟ ಪರೀಕ್ಷೆಗಳಲ್ಲಿ ದ್ವಿತೀಯ ಶ್ರೇಣಿಯಲ್ಲಿ ಉತ್ತೀರ್ಣರಾಗಿ
ಪದವಿ ಪಡೆಯಲು ಅರ್ಹತೆಯನ್ನು ಪಡೆದಿರುವ ಬಗ್ಗೆ ಅರ್ಹ ಪರೀಕ್ಷಕರಿಂದ ಪ್ರಮಾಣೀಕೃತವಾಗಿರುವುದರಿಂದ
2022 ರ ಎಪ್ರಿಲ್ ತಿಂಗಳ ಇಪ್ಪತ್ತಮೂರ ನೆಯ ದಿನದಂದು ನಡೆದ ಘಟಿಕೋತ್ಸವದಲ್ಲಿ

ಬ್ಯಾಚುಲರ್ ಆಫ್ ಬಿಸಿನೆಸ್ ಅಡ್ಮಿನಿಸ್ಟ್ರೇಶನ್

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.*



ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಲಾಂಛನದೊಂದಿಗೆ ನೀಡಿದೆ.

Given Under the Seal of the University.

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

ದಿನಾಂಕ Date 27.10.2022

ನೋಂದಣಿ ಸಂಖ್ಯೆ Reg. No.: 185462104

ಕ್ರಮ ಸಂಖ್ಯೆ: SI. No.: 010500/2022



ಕುಲಪತಿ
VICE CHANCELLOR

Certificate



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, English Typing, Kannada Typing,
Tally ERP.9(GST), Internet.
Grade : "A"



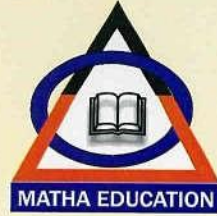
MATHA EDUCATION



Principal

Director

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



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

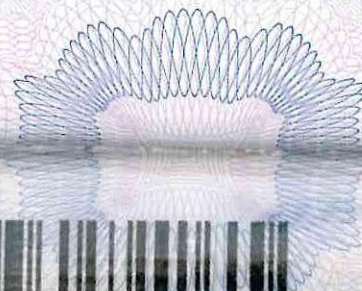

Principal




Director

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

P<IND<<HAKEEB<JAVIDH<<<<<<<<<<<<<<<<<<<<<<<<<<<<
V4643612<1IND9910193M31112314063715951121<38



V4643612

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

ABOUBAKKAR

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 न. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

फाइल न. / 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

PARTNER

Place: Mangalore

Date: 02-02-2023

