**RESUME**

****

**Abdulla RS**

**#18-15/1, MM Temple St, Old Pet, Chandragiri, AP**

**Contact Number: 07075251280**

**Email-Id:** [**rsabdullah2007@gmail.com**](mailto:rsabdullah2007@gmail.com)

***To carry forward the experiences gained and improve professionally in an environment that calls for challenges and be a part of team in accomplishing corporate goals***

**PROFESSIONAL SYNOPSIS**

* A dynamic professional with **MBA in Finance and Marketing** and 7 years of experience in Power Systems, Marketing and finance domain.
* Worked with AL-Rashid Holdings for 5 years, handling more than 300 employees, mainly focused on Admiration and finance areas.
* Worked with AL-Rashid Holdings, Kuwait and Muthoot Finance and TI, Tirupati, India.
* Currently looking for job as I’ve returned from Kuwait due to family commitments.
* Knowledge & understanding in Power system and Loan sector.
* Possess excellent Communication, Interpersonal & Analytical skills.
* Abilities in working in strict dead lines and diverse conditions.

**Total work experience – 7 years (June 2008 to Nov 2015) in Power Systems and Finance sectors.**

* **Workedin NSDC SKILL CENTER, JANUARY to TILLDATE ADMIN CUM ACCOUNTANT.**
* Organize Interviews for Teaching & Non-teaching Staff..
* Complete maintenance of all Over through India 650 Intuitions Authorized Govt Student Data Information Upload All the things.
* Review half yearly and annual performance for Annual Assessments.
* Maintain daily transaction vouchers, cash book and accounts through School Management Software. .
* Maintaining Completed data entry, tracked resumes and maintained the applicant tracking system.
* Checking Purchase Bills for item, quantity & price with PO and Quotations and entering the same in the Tally
* Teach Student Information Technology (IT) and Tally Basics
* **Worked in Al-Rashed Holdings Co, Kuwait, November 2010 to November 2015 as Administration Assistant.**
* Providing financial, commercial and strategic support to the business.
* Record all GPS data and UDS Monthly Report and store them in spreadsheet template.
* Handling all admin activities like - Front Office Management, Transportations, cleanliness and other admin activities
* Producing monthly management accounts, budgets.
* Involved in Business Planning, P&L, Balance sheet & liquidity planning.
* Preparation and reporting of income and expense forecasts to senior management.
* Prepared Invoice MEW Monthly Substation (Transformers,Panels,Switch Gear) Report
* Maintain monthly attendance (Manpower), Kilometre Reading (vehicles), Equipment Etc.
* **Worked in TI Cycle Of India, Tirupathi(Rayalaseema Region), February 2010 to September 2010 as Marketing Sales Reference(MSR)**
* Prepare Expenses Report and Payable Receivables Accountant.
* Keep Record Equipment Calibration Note The Defective Equipment.
* Participated in advertising of various company products in public areas like Schools, Parks, and Markets Etc.,
* Calling respective customers to inform about the promotional offers
* Making calls to check the customer satisfaction level on the services provided.
* Get the orders and collect cheques in a timely manner from all distributors.
* **Worked in Muthoot Finance Company, Tirupathi from January 2009 to January 2010 as Customer Support Executive.**
* Customers Contact (Spoke Finance Products (Gold Loan, Vehicle loan, Secure Debt, UT).
* Effectively communicate with clients to gain commitment to purchase and products.
* Develop and maintain relationships which benefit the client.
* Provide a weekly schedule of planned activities.
* Maintain an effective tracking system for inquiries to confirm or release stage.
* **Worked in FDC pharmaceuticals (Proximal Division), Hyderabad from 2008 June to December 2008**
* Arranging appointments with doctors, pharmacists and hospital medical teams, which may include pre-arranged appointment r regular calling.
* Making presentations with the doctors, pharmacists in the retail sector.
* Keeping detailed records for all contacts and reaching annual sales targets
* Monitoring competitor activity and competitor products.

**PROFESSIONAL TRAINING**

* Post Graduate Diploma in Computer Application(**PGDCA**) in 2008
* MS-Office Online training
* Tally ERP 9.0

**EDUCATIONAL QUALIFICATION**

* MBA (Finance and Marketing) from Acharya Nagarjuna University with first division.

**STRENGTHS**

* Good communication skills
* Highly confident and enthusiastic
* Very good leader
* Fast learner and adaptable to change

**PERSONAL PROFILE**

Nationality : Indian

Date of birth : 25 June 1983

Father’s Name : R.S.Shareef

Languages Known : English, Hindi, Tamil and Telugu

**Reference:**

**A.Sardar Basha**

Sri City Consultant

Mobile#+91-**9885790869**

**Declaration:**

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

Place:

Date:

( R. S. ABDULLAH )