

ABDUL MOHAMED MOHAMED RABBIK

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**Synopsis**

A highly organized and hard-working individual looking for a responsible position to gain practical experience and challenging career without compromising personal health and safety

Area of Expertise

- ❖ Administration
- ❖ Inventory, store activities & chemical Specialization
- ❖ Documentation
- ❖ Sales

Skills

Knowledge in Microsoft Office Applications

Good communication skills in English both written and Oral

Knowledge in inventory of stock management

Able to follow orders efficiently with minimal supervision

Attention to details

Quick Learner and problem solver

Work effectively both individually and as a team member, Self-motivated and work on own initiative

Ability to work under pressure

Knowledge in Health and Safety at Work Procedure

Good interpersonal skills

Excellent customer service and interpersonal skills

Professional Experience

Ceiling worker : Asona Acoustic Gulf L.L.C – Jan 2018 to Still Present

Kitchen steward : Transguard Group L.L.C - Dec15 to May 2017

AC Technician

: Vijay air conditioning - Nov 2010 to Dec 2011

Sales

: Anuj trade link & co - Jan 2012 to Nov 2015

Current Job Role :

- Measure the surface area of the ceiling to determine how much of a material will be necessary and use that information to provide customer with an accurate quote
- Work with a variety of materials to give clients precisely what they asked for, which can include wood or metal framing
- Cut tiles according to specifications to ensure they fit in the desired space and then fasten tiles into the framing
- Get rid of existing ceiling tiles to make way for the new ones and then safely remove tiles from the premises completely
- Ensure perfect installation by trimming the edges of tiles when necessary
- Speak with clients in an easy-to-understand manner and answer any questions thoroughly
- Coordinate with other professionals when additional work is necessary, such as working with a window installer to put in a skylight in the new ceiling
- Install insulation directly above the ceiling tiles when it would be appropriate
- Keep clean the work area according to HSE standards.
- Report near misses.

Technical Proficiency

- ❖ MS-Office

Educational Qualifications

- ❖ SSLC -[Manba-ul-ula Higher Secondary School -Tamil Nadu, India]
- ❖ DIPLOMA - [Nehru Institute of Engereening Technology -Tamil Nadu, India]

Personal Details

Date of Birth	:	18 June 1994
Languages Known	:	English, Hindi, Malayalam & Tamil
Religion	:	Muslim
Marital Status	:	Single
Nationality	:	Indian

Deceleration

I hereby declare that all the above information is true to the best of my knowledge and belief; I have not withheld any information, which may affect my suitability for employments assure my best and sincere candidature.

Thank You,
Very sincerely,
ABDUL MUHAMMAD