



# **CURRICULAM VITAE**



**ZUHAD MOHAMED ALI**



## **About Me:**

I, **Zuhad Mohamed Ali**, having an expression to work in a firm with a professional work driven environment to enhance my learning and develop my career to grow while fulfilling Organizational goals. I had completed and qualified **Master Degree in Business Administration (MBA)** and **Degree with Bachelor of Commerce (B.Com)**. With my Qualification and Professional experiences, I had achieved fundamental aspects of personal attributes includes Leadership and Sound Judgement with reasoning Skills. With that, I can utilize and apply my skills and knowledge to deliver value added results. Throughout my carrier, I had experience in various field like **Administration** and **HR Department Assistant, Customer Key Accounts and Customer Service Areas**. Meantime with my Educational Qualification I had also achieved Airport Field Service experiences with **Traffic Assistants, Ground Handling and Passenger Service** areas.

## **Objective:**

To work in a firm with a professional work driven environment where I can utilize and apply my Skills and knowledge to deliver value added results as well as further enhance my learning and develop my career to grow while fulfilling Organizational Goals.

## **Present Address:**

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## **Permanent Address:**

"NUJOOM" N.S.S COLLEGE ROAD, MANJERI – 676122

MALAPPURAM (DIST), KERALA - INDIA.

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## **Work Experiences:**

- **Administration and HR Department Assistant  
Cum Customer Key Accounts Head with AL MASS  
AL DAHABIYA TRADING EST – Jeddah- Saudi  
Arabia/ (October 2012 – Present):**

### Key Skills:

Proficient or familiar with **Basic Skill** concepts and **Computer Knowledge** with Technologies including:-

- ❖ **Leadership.**
- ❖ **MS Office.**
- ❖ **Tally ERP Accounting.**
- ❖ **Responsible Attitude.**
- ❖ **Customer Service.**
- ❖ **Time Management.**
- ❖ **Decision Making.**
- ❖ **Corporate Communication**
- ❖ **Risk Assessments.**
- ❖ **Administrative Assistant.**
- ❖ **Company Secretarial Skills.**
- ❖ **Confident and Determination.**
- ❖ **Book Keeping and Document Filing.**
- ❖ **Superb people Management Skills.**
- ❖ **Ability to build Relationship & Setup Trust.**
- ❖ **Data Entry and Document Drafting.**
- ❖ **Office Administration and Management.**
- ❖ **Willing to try new things & improving efficiency on assigned tasks.**

### Administration and HR Department Assistant Job Highlights:-

- ❖ Handle Administrative requests and queries from Senior Managers.
- ❖ Maintains quality service by following organization standards, Organizing, and scheduling appointments with admin procedures.
- ❖ Organize and schedule appointments, Planning meetings and taking detailed minutes and Assist in the preparation of regularly scheduled Reports.
- ❖ Develop and maintain all records as filing system and maintain orders for office supplies.
- ❖ Carryout Administrative duties such as Data entry, printing documents, drafting emails, correspondence memos, letters, faxes and answering calls.
- ❖ Schedule the Department meetings, drafts agenda and records the minutes and tracks follow-up items.
- ❖ Maintains employee information by entering and updating employment with all the status change data and Provide Payroll information by collecting time and attendance.

### Customer Key Accounts Job Highlights: -

- ❖ Maintains and overseeing the day to day account activities of Company's Customers and Providing which involves in general relationship management and ensure company's customers satisfaction with their business dealings.
- ❖ Maintains and provide outgoing and positive attitude to enable them perform the task of satisfying the desires of the customer.
- ❖ Maintain and provides to assist the customer on phone, follow up, order processing, invoicing, and estimating the Customer requirements.
- ❖ Prepares assets, liability and capital account entries by analysing account information and entering financial documents and recommends financial actions by analysing accounting options.
- ❖ Summarizes current financial status by collecting information, preparing customer accounts balance statements and other Reports.
- ❖ Maintains accounting controls and guides accounting clerical activities by coordinating and collecting the reports.
- ❖ Reconciles financial discrepancies of customer's accounts and banking transaction.
- ❖ Prepare payments by verifying all the documents and other proof.
- ❖ Prepares special financial reports by collecting, analysing and summarizing accounts information and trends to the management.
- ❖ Collects funds and deposit the respective banks and provides all banking operations.

### ➤ **Junior Traffic Assistant-VISSKAN AVIATION PRIVATE LTD in Emirates-Calicut International Airport-India/ (July 2012 – October 2012):**

#### Traffic Assistant job Highlights: -

- ❖ Traffic assistant coordinates and works in various areas of Airport.
- ❖ Greeting passengers by checking their Passport, Tickets and Valid Visa.
- ❖ Taking necessary requirements for mishandling the passenger's baggage.

## Languages:

- ❖ **English.**
- ❖ **Malayalam.**
- ❖ **Arabic**
- ❖ **Tamil.**
- ❖ **Hindi.**

## Interest & Hobbies:

- ❖ **Endurance Sports:**  
Swimming, Badminton, Motor Cycle Riding that shows perseverance and drive.
- ❖ **Creative hobbies:**  
Writing suggests having a creative mind and can come up with new solutions to complicated problems.
- ❖ **Team sports:** Football, Badminton, etc. those are good at working together with people in order to achieve a common goal.
- ❖ **Gardening:**  
Demonstrates that care about the environment and nature.
- ❖ **Travelling:** Shows curiosity and an understanding of different culture.
- ❖ **Reading:**  
Demonstrated focus with background knowledge in subject matter and in a specific field.

- ❖ Announcing relevant information to the passenger at the time of boarding and arrival.

### Ground Handling job Highlights: -

- ❖ Provided all the Airport Operations in the Terminal and Air Side.
- ❖ Provide flight information and direct the passenger to the Gate.
- ❖ Baggage missing handle and Claim area.
- ❖ Managing and supervising of Aircraft cleaning procedure and the staff.
- ❖ Managing and supervising Baggage Area and other airport operations.

### ➤ **Passenger Service Agent - CELEBI NAS in Turkish Airlines- Mumbai International Airport Limited-India/ (April 2011 – October 2011):**

#### Passenger Service Agent Job Highlights: -

- ❖ PSA coordinates and works in various areas of Airport.
- ❖ Provides Escort for Turkish Airlines Pilot and Cabin Crew to do the Immigration and Customs and Security Checks up to the Aircraft.
- ❖ Performing all the Airport Operations in the Terminal and Air Side.
- ❖ Managing and supervising of Aircraft cleaning procedure with the staff and managing and supervision in Baggage areas.
- ❖ Directing and announcing relevant information to the passenger at the time of boarding and arrival and Greeting passengers by checking their Passport, Tickets, Valid Visa and other relevant Documents.

## Education:

### 2011

### Post-Graduation

- ❖ **Master of Business Administration (MBA) In AIRLINE & AIRPORT MANAGEMENT** – Nehru College of Aeronautics & Applied Sciences, Coimbatore, Tamil Nadu

### 2009

### Graduation/Degree

- ❖ **Bachelor of Commerce (B.Com) In COMPUTER APPLICATION** – Jamia Nadawiyya Arts & Science College, Edavanna, Kerala

### 2006

### Higher Secondary

- ❖ **Higher Secondary Education (+2) – Specialized in COMMERCE** – Rahmath Public Senior Higher Secondary School, Pullor, Kerala

### 2004

### Secondary Education

- ❖ **Secondary Education (10<sup>Th</sup>)** – Govt Boys High School, Manjeri,

## Declaration:

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

Yours Faithfully,  
**ZUHAD MOHAMED ALI**