

RESUME



Abdulla RS

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

Contact Number: 07075251280

Email-Id: 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.

❖ **Worked in NSDC SKILL CENTER, JANUARY to TILLDATE ADMIN CUM ACCOUNTANT.**

- Organize Interviews for Teaching & Non-teaching Staff..
- Complete maintenance of all Over through India 650 Institutions 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)