

CURRICULUM VITAE



Mohammed Nadeem Hussain
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Carrier Objective:

Admin & HR assistant with 4 years' experience in UAE, Abu Dhabi & India in the field of **HR Department Administrative Assistant** ensures the efficient day-to-day operation of the office, and support the work of management and other staff. Administrative Assistant perform a wide range of duties Good abilities in analyzing and interpreting unique problems, with a combination of training experience and logical thinking to get to efficient solutions

Educational & Qualification:

- **Secondary School Certificate** from **St Mathew's High School**, India.
- **Board of Intermediate** from India.
- **Diploma in Pan Elysium Airlines Management Diploma (A.T)**, India.

Computer Skills:

Operating System: Windows 2000\XP\Vista\Windows 7
MS-Office Application: Excel, Word, MS Outlook, Internet.

Work Experience - 2 years UAE & 2 years India:

1. **Gulf Sail Specialized Engineering. (Abu Dhabi, UAE – 2 years)(July 2013 till date)**
as **Admin & HR Assistant**.
2. **Basecamp Victorinox Company India. (June 2011to June 2013) (India, 2 years)**
as **Admin & HR Assistant**.

Duties and Responsibilities:

1. Responsible for providing an efficient and professional administrative and clerical service to colleagues, managers and supervisors to facilitate the efficient operation of the office works. Ensuring office procedures and systems operate efficiently.
2. Use computer word and Excel to prepare reports, memos, letters and other documents.
3. Purchase, receive and store the office supplies ensuring that basic supplies are always available checking stationary levels and ordering new supplies.
4. Responsible for Code and file material according to the established procedures.
5. Preparing & monitoring Daily Time Sheets for etrack Staff & others workers of the office.
6. Responsible for Scanning and copying contracts, notes and other office documents.

7. Maintain the day to day activity done Filing HR documentation and report to the manager.
8. Prepare Organizing travelling, meetings & accommodation arrangements for office staff.
9. Handling requests for information and data maintain an electronic and filing hard copy.
10. Updating the office employee data like attendance, absence, salary, leaves etc.
11. File medical certificate, leave Authorization form/update, Postpaid/unpaid leave in etrack
12. Keeping in contact with consultancy for emergency requirement of employees.
13. Sort incoming mail, faxes, and courier deliveries for distribution.
14. Forward incoming general e-mails to the appropriate staff member & Group committees.
15. Coordinating employee induction and training process.
16. Development of office systems and protocols including maintaining and updating the data base, video order and mail out systems, emergency alert and media notification systems.
17. Support the work of the monthly General Members meeting with meeting reminders, agenda preparation, location set-up, food and refreshments, and preparation of educational and outreach items for the meeting, sign up lists and minutes.
18. Provides administration support to the executive director, attend & Records minutes of meetings when requested by the executive director and distribute files.
19. All other tasks required for the smooth and efficient running of the office.
20. Maintain Project Complete Construction Documents and administration shop drawing approvals, Inspection reports, and material submittal for clients & consultant, contractor.

Personal Details:

Name:	Mohammed Nadeem Hussain
Father's Name:	Mohammed Moin Uddin
Date of Birth:	15-07-1991
Languages Known:	English, Hindi & Urdu.
Marital Status:	Single
Nationality:	Indian.
Religion:	Islam
Passport No:	J9841560
Visa:	Residence (Transferable)