# "Your Dream Job is Just Away From A Good Resume"

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# Resume Sample - RE01



ABHIRAMI CH ACCOUNTANT

# **CAREER SUMMARY**

To achieve a challenging position in a professional organization through self-improvement by excelling all responsibilities with sincere hard work, dedication & commitment. To work towards the development of organization & grow with it.

# PERSONAL DETAILS

Mobile No: +971 503 000 000
Email ID : xxxxxxxx@gmail.com
Address : Building No.111 Flat N

: Building No.111 Flat No.203, Shabiya 10, Musaffah,

Abu Dhabi, UAE. Nationality : Indian

D.O.B : 5<sup>th</sup> August 1993

Gendre : Male

License :Valid UAE Light Vehicle

License

Class :Light Vehicle (Manual)

## ACADEMIC CREDENTIALS

2014-2016 MBA (Human Resource & Marketing Management)

Kerala University
2011-2014 B.Sc. Electronics

Kerala University 2009-2011 Higher Secondary

Board of Higher Secondary

Examination – Kerala 2008-2009 Board of public Examination

Kera

# EXPERIENCE

Accountant General | 2019 - Present Green Bainuna General Contracting & Maintenance LLC, Abu Dhabi , UAE

### KEY BEEDONGIBILITIES

- Compute taxes and prepare tax returns.
- Process petty cash claims and reimbursements.
- Maintain records of employee attendance and leaves.
- Manage all VISA, ID cards and immigration related matters.
- Administer employee health insurance provisions.
- Allocate and delegate responsibilities.
- Preparing plans for the purchase of equipment, services and supplies.
- Reviewing, comparing, analyzing, approving products and services to be purchase
- VAT Filing
- Audit financial transactions and documents
- Comply with financial policies and regulations
- Reinforce financial data confidentiality and conduct database backups when necessary
- Handle monthly, quarterly and annual closings
   Manage balance sheets and profit/loss statements

Manage balance sheets and profit/loss statements

Premium Express Product Coordinator | 2018-2019 DTDC Express Courier and Cargo Limited – Cochin Kerala.

## KEY RESPONSIBILITIES

- Ensuring the safe and timely pick-up and delivery of shipments.
- Analyzes and resolves work problems, or assists colleagues workers in solving work problems
- Attend calls or mails from the franchisees and customers from all over Kerala.
- Work closely with operations management to facilitate meeting revenue targets each month. Coordinate output with Supply Chain Manager/Operations Manager
- Establish and develop excellent client relationships with equipment suppliers and work to develop products utilize customer feedback
- Provides periodically updated track reports on the status of the consignment to customer and to the management.
- Streamlines overall shipping and transportation processes.

# KEY SKILLS

- Problem Solving
   MS Office
   Strong Communication
   Collaboration
   Analytical Skill
   Customer Relationship
- Collaboration
   Analytical Skill
   Customer Relations
   Leadership
   Teamwork
   Time Management

# LANGUAGES KNOWN

❖ English ❖ Hindi ❖ Malayalam ❖ Tamil

### CERTIFICATES

- LOGISTICS LAW AND MANAGEMENT TRAINING CENTRE, TRIVANDRUM KERALA
- "Maritime Logistics and Export Import Management"

### PROJECTS AND SEMINARS

- 2 Month internship at Production Department From Quilon Co-Operative Spinning Mill Kerala
- Micro Controller Based Home Energy Saver
- Adaptive Cruise Control System

### REFERENCES

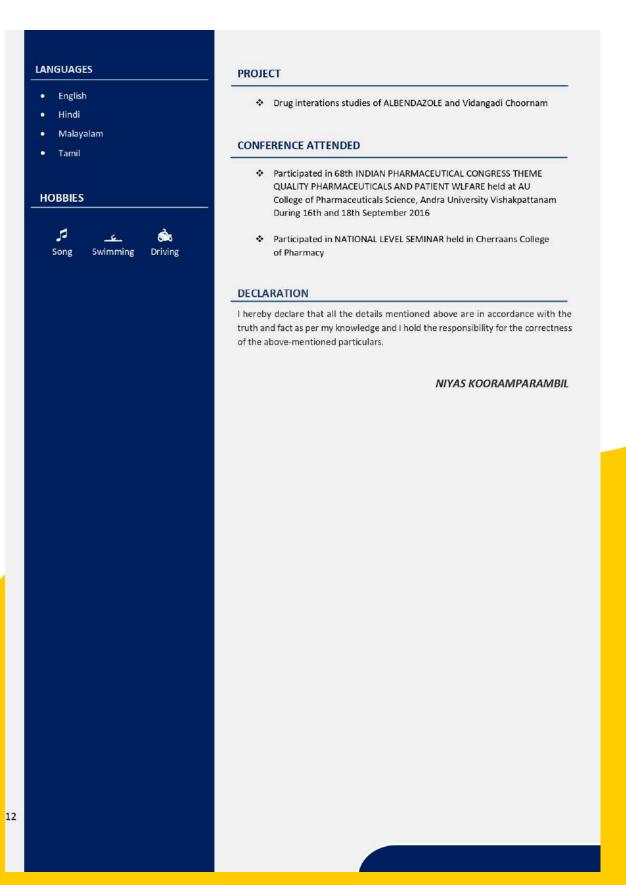
Available Upon Request

### DECLARATION

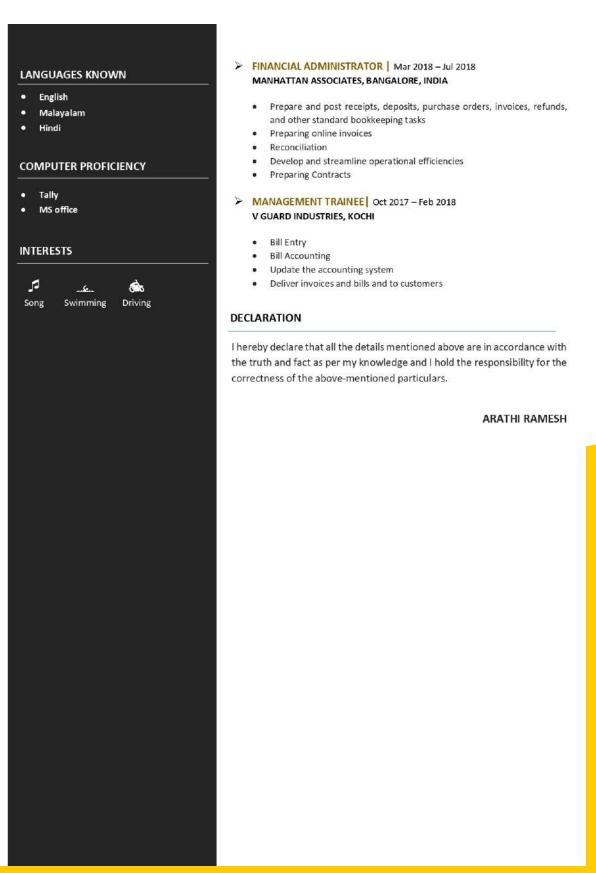
I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

ABHIRAMI CK









# Resume Sample - RE12

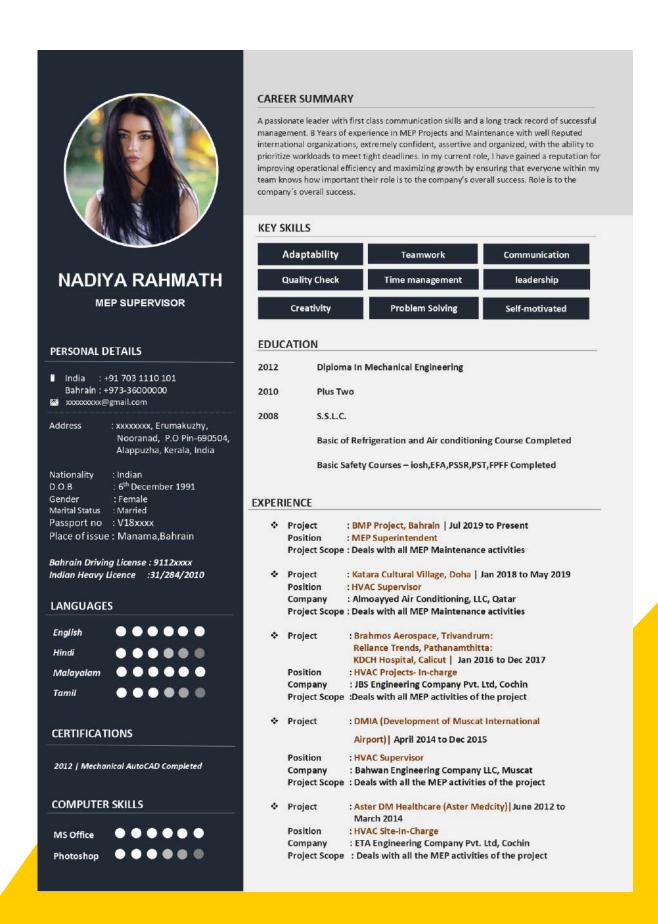


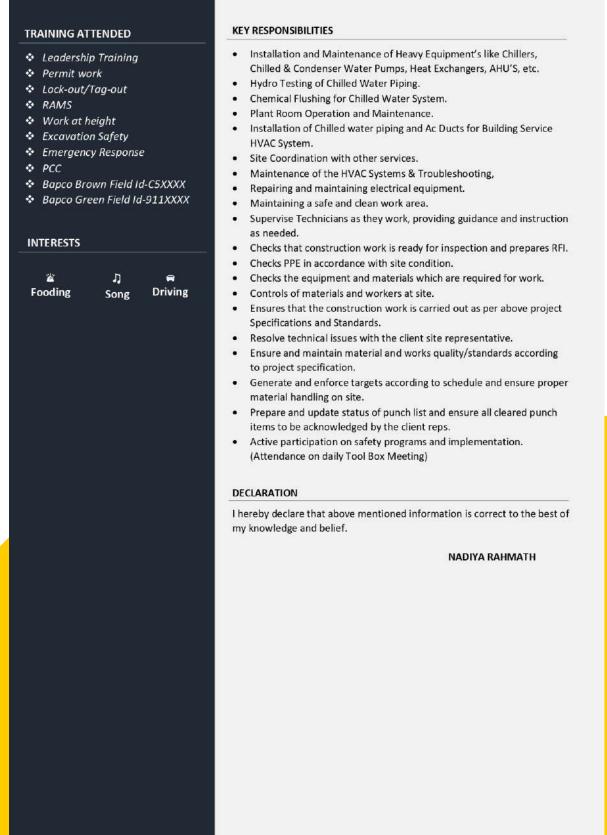
# COMPUTER PROFICIENCY MS Word ◆ MS Excel ❖ MS PowerPoint LANGUAGES KNOWN English Arabic (Read & Write) Malayalam Hindi (Read & Write) PASSPORT DETAILS PassportNo U716xxxx Dateofissue 06.10.2020 DateofExpiry 05.10.2030 Placeofissue Kozhikode REFERENCES Rajeesh Salesmanager A M Pharmaceutical Pvt. Ltd.

92490000000

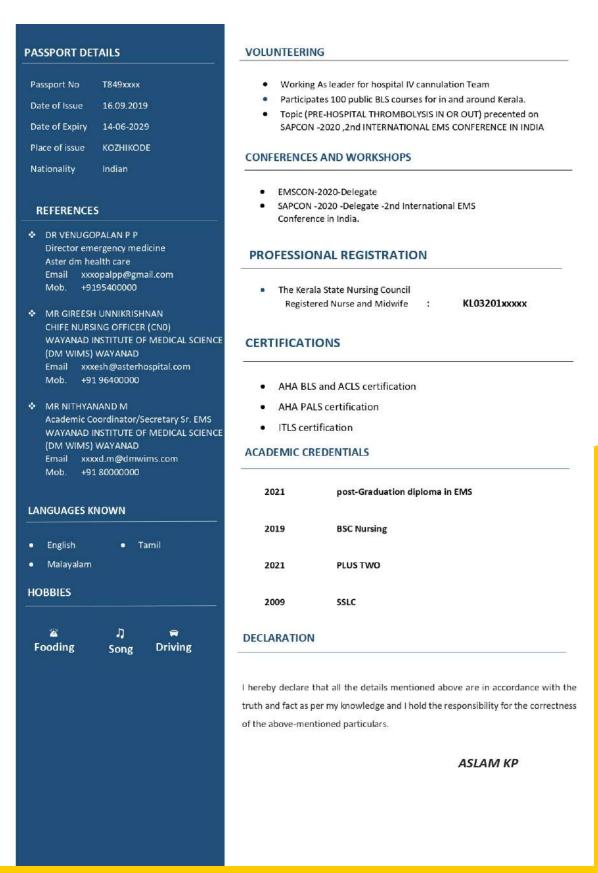
# TRAININGS ◆ 150 hours internship Completed from Chethana Pharmaceuticals, Perinthalmanna, Malappuram Dist, Kerala State, PIN676122. SEMINAR AND CONFERENCE ATTENDED ◆ Participated as a Delegate in 69th INDIAN PHARMACEUTICAL CONGRESS 2017 in CHITKARA UNIVERSITY (Punjab) Chandigarh Patiala National Highway Punjab-140401 on 22<sup>nd</sup> to 24<sup>th</sup> December 2017. ◆ Attended 8days seminar in SJM College of pharmacy Conducted by PTI. ◆ Attended personality development classes conducted by Colleges. DECLARATION I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

AJMAL MOHAMMED IBRAHIM









# Resume Sample - RE68



# ASHIQUE UROOTH PARAMBAN

**DEVOPS ENGINEER** 

DevOps engineer with 6 years of experience in providing comprehensive Cloud based computing, DevOps solutions to clients in very diverse environments.



jhanvitechnology@gmail.com

+91-8200000000 Bangalore 🏵

linkedin.com/in/jhanvitechnology in



### PROFESSIONAL SUMMARY

- Over 8.4 years of total experience in which 6 years in DEVOPS and AWS Cloud with demonstrated success.
- · Currently working as DevOps Engineer for Thomson Reuters, Bangalore, and responsible for managing large scale Legal applications as being part of the Legal Technology and Infrastructure and operations team.
- Worked as a System Engineer at Collabera Technologies Pvt Ltd for Cloud, System integration and Delivery Team.
- Worked as an Associate at HCL Infosystems Ltd, Bangalore and was part of their Delivery and Facility management team in IT.

## **WORK EXPERIENCE**

# **DEVOPS ENGINEER**

**Thomson Reuters** 

Sep 2018 - Present Achievements/Tasks Bangalore, India

- Proficient in setting up continuous integration and continuous delivery systems using Jenkins.
- Good hands-on knowledge of Source Code Management (Version Control System) tools like Git, Team foundation Server
- Hands-on knowledge of software containerization platforms like Docker and container orchestration tools like Kubernetes.
- Experience in working with configuration management tool CMDB and Ansible.
- Bash scripting to automate tasks.
- Proficient in AWS services like VPC, EC2, S3, ELB, Auto Scaling Groups (ASG), EBS, RDS, IAM, Cloud Formation, Route 53, Cloud Watch, Cloud Front, Cloud Trail.
- Creating alarms in Cloud Watch service for monitoring the servers' performance, CPU Utilization, disk usage etc.
- Identifying, gathering, analyzing and automating responses to key performance metrics, logs, and alerts using Nagios, Kibana, SiteScope etc.

# SYSTEMS ENGINEER

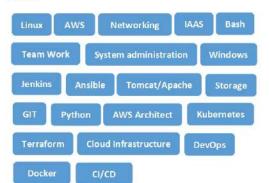
Collabera Technologies PVT LTD

Bangalore, India

Oct 2016 - Sep 2018 Achievements/Tasks

- · Strong knowledge and real time experience in EC2, S3, RDS, VPC, Route 53, Cloud Front, Cloud Watch and IAM to name a few in AWS.
- Hands on experience in build, release, deployment and monitoring of cloud based scalable and distributed systems
- Coordinate with different development teams in fixing the bugs
- for both the End User Application and infra tool applications. Monitoring and diagnosis of systems for optimal performance.
- available by writing cloud formation templates in json.

### **SKILLS**



## **EDUCATIONAL BACKGROUND**

	Anna University	2011
	<b>BE Electronics and Communication</b>	
	Board of Higher Secondary Examinations, Kerala	2007
	HIGHER SECONDARY	
	Board of Public Examinations, Kerala	2005
	HIGH SCHOOL	

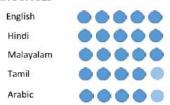
## CERTIFICATIONS

RHCSA- Redhat Certified System Administrator (190-287-235)

CCNP Routing (CSCO12125196)

Trained and Experienced in AWS

## **LANGUAGES**



# ASSOCIATE

# **HCL Infosystems Ltd**

Oct 2012 - Feb 2015 Achievements/Tasks Bangalore, India

- Managing Active Directory, Proxy Server, DHCP, Antivirus server(Kaspersky)
- Have worked on different OS like Windows, RHEL and VMware. Installation of Linux, Windows OS, deployment of servers, disk
- quota management Experienced in working with VM, V center servers and clusters.
- · Experience on Raid Concepts, Zoning Concepts and Server
- Network connectivity troubleshooting, ping, tracert, telnet.

# PERSONAL DETAILS

24th Mar 1989 DOB Address Urooth Paramban house, Pookkottur,Malappuram

Kerala, 676517

Gender Passport No. R1851294 Date of Expiry 27/07/2027

# INTEREST

Travelling Sports

RESUME SAMPLES | JHANVI TECHNOLOGIES

Premium Resume Sample - PR02





# Nithya Menen

Accountant

Eight Years Experienced Accountant expertise in reconciliation, streamlining accounts and financial planning. Highly motivated professional with a proven track record of delivering accurate reports and high quality service. Possess a comprehensive undertaking of all aspects of accounting and financial planning. A dedicated leader with the ability to lead effective teams in attaining profit

### PERSONAL DETAILS

Email ID Address Nationality D.O.B Marital Status: Married

Visa Status

+91 9875 000 000 : xxxxxxxx143@gmail.com : Baniyas,Abu Dhabi : Indian : 12<sup>th</sup> January 1992

:Valid Oman License :Visit Visa

# ACADEMIC CREDENTIALS

Bachelor of Commerce Kannur University, Kerala

Diploma in Indian & Foreign Accounting G-Tech Education

Secondary School

## CERTIFICATIONS

HR Management Asset Management Time Management Grate Learning Academy – Online

# COMPUTER PROFICIENCY

- Tally Erp 9 Peachtree
- Spreadsheet

## LANGUAGES KNOWN

- **KEY SKILLS**
- Tax Computing Payroll
- Auditing Invoicing
- Reconciliation Spreadsheet
- Prepare Accounting Reports
- ERP Implementation
- · Prepare Financial Statement
- Preparing Ledger

# EXPERIENCES

Accountant 05-2013 TO 03-2021 GULFTECH ELECTRIC COMPANY LLC | Salalah, Oman

# **KEY RESPONSIBILITIES**

- Timely reporting financial summaries to key management
- Prepare supplier reconciliation & process payment
- Financial statement and preparation General ledger audits and entries
- Prepared quarterly Vat returns and reviewed submitted documentation with auditors.
- Posted accounts receivable
- Payroll processing
- Perform monthly bank and account reconciliations
- Monitoring monthly sales and preparation of commission Month end analysis and reconciliation
- Rent expense and prepayment calculation on monthly basis.
- Used Tally accounting software to perform bookkeeping
- Sales Co-ordinator 03-2022 TO 10-2022 APSARA BAKES PVT LTD | Kerala, India

# **KEY RESPONSIBILITIES**

- Built new business partnerships to drive customer acquisition and
- Tracked sales, dick-through rates and conversion rates
- by marketing campaign for comparison.
- Coordinated with design, project management and production teams to delivery timely support to planned campaigns.
- Optimized sales methods to best acquire, develop and retain
- Analyse current strategies for strengths and weaknesses and adjusted approaches to maintain sales trajectory.

RESUME SAMPLES | JHANVI TECHNOLOGIES

Premium Resume Sample - PR14

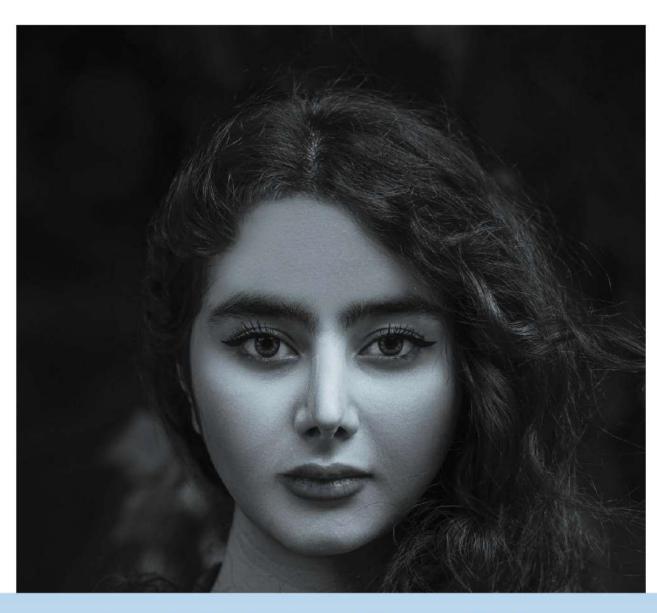




RESUME SAMPLES | JHANVI TECHNOLOGIES

Premium Resume Sample - PR18





# ALEENA MILLER

# **SAFETY OFFICER / SURVEYOR**

A passionate safety professional with excellent observational abilities and a keen eye for detailing seeeking for a position as a Safety Officer,

combining extensive expertise in risk management and public safety to quickly identify problems and provide preventative measure.

Address

Phone

Aleena Mundayad, Kannur

+91 807 121 000

# ALEENA MILLER

### SAFETY OFFICER / SURVEYOR

**Address** 

Aleena Mundayad ,Kannur

Phone

+91 9602 542 000

# PERSONAL DETAILS

Mail ld : alexxxx@gmail.com

Date of Birth : 24.02.1996

Marital Status : Single

Gender : Female

Passport Number : T01xxx

Nationality : Indian

# **EXPERIENCES**

2019-2020 RELIANCE INDUSTRIES PRIVATE LIMITED

Safety officer

- Ensuring compliance of various type of work permits( Hot work, Cold work, Confined Space, Line Break)
- Preparing hazard identification and risk assessment for all activities.
- Investigating all accidents (First Aid cases, Medical Treatment cases, Loss time injury)
- Enforcing all levels of employees to carry out necessary safety recommendation.

2018-2019 TRINITY ENGINEERING PVT LTD, PUNE INDIA

Safety officer

- Monitor all the job activity at the site, to ensure safety compliance
- Prepare and submit daily safety reports /inspections reports
- Assist in investigating and reporting of all incident, accident, injuries and hazard
- Conducting health and safety training and toolbox meetings to new and existing workers.

# **EDUCATION**

2019 BACHELOR OF DEGREE: Mechanical Engineering

# **CERTIFICATE**

- NEBOSHIGC
- IOSH

# **EXPERTISE**

- Good communication
- Interpersonal effectiveness
- Ability to learn
- Attention to detail

# HOBBIES

- Playing Cricket- Played State level
- Singing

# LANGUAGES

- English
- Hindi
- Malayalam

# Resume Sample - RE22



# MUHAMMED AJMAL MUTHALIF

MARKETING EXECUTIVE

# My Contact

- 4 +974 70 82 0000
- ajmalxxxx@gmail.com
- Doha

Date of Birth : 06.10.1993 Nationality : Indian Male Gender : Single Height : 178 cm Weight : 69 kg

Passport Number : M232xxxx : 23.09.2024 Date of Expiry Visa Status : Transferable

: 293xxxxxx QID Number : 30.08.2023 Date of Expiry

# **Key Skills**

- Professionalism
- Self-Confident
- Deals with Uncertainty
- Excellent Communication
- Reporting Skills
- Good human relation

# **Education Background**

2022 BBA

Pondicherry University

Higher Secondary National Institute of Open School

2013 SSLC

Board of public examination Kerala

### About Me

Highly experienced professional in the field of marketing and sales seeking a challenging position in a reputed firm. Experienced in customer handling and achieve targets on time is a positive. Excellent communication and able to communicate effectively with customers for covert quarries to sales, that can help me to build my career along with companies' growth.

### Professional Experiences

Marketing Executive | 2021 - 2022

Adone, India

- Innovate and launch new services and products or pivot from existing
- Attain sales target monthly
- Keep client relation and eventually update offers and schemes

Sales Manager | 2018-2021

Bismillah Mobiles India

- Ensure extra ordinary services to customers
- Monitor sales, purchase, stock and reports

# Sales Executive | 2017-2018

Jio, India

• Registration of the New Sim, Marketing of the Reliance Jio Sim to the Customers and Maintaining of the Sales Record.

# Salesman | 2016-2017

Ansar Gallery, Qatar

• Greeting customers, approaching potential clients, answering to customer inquiries, promoting products, explaining features, collecting payments, and updating sales records.

## Promoter | 2015-2016

**OPPO** mobiles India

- Sell products and services to customers and ensure them high customer satisfaction
- Manage store operations and process day to day records

## Salesman | 2013-2015

Sana Opticals Kerala india

- Helping customers select the correct frame for their lenses
- · Measuring the frames and ensure they fit perfectly
- · Ordering prescription glasses and contact lenses in for the customer
- · making follow up appointments for customers.

# **Professional Qualifications**

Diploma in Optical

RESUME SAMPLES | JHANVI TECHNOLOGIES

Premium Resume Sample - PR25





# Resume Sample - RE63



# **ASHLY O P**

MBA IN HEALTHCARE MANAGEMENT & MARKETING

+91 2121 000 000

Ashly Kariyil (po) Eachur Kannur, Kerala, 670591

sauravsunil45@gmail.com

www.linkedin.com/in/ashly

MBA graduate with wide knowledge in driving revenue performance, strategic management, managing large budgets, and improving processes that result in reduce cost, higher quality, and keeping employee's turnover rates below. Now I am looking for challenging job with rapidly growing organization that can provide me with a range of goals and job objectives with in contemporary and economical business settings.

# **EDUCATIONAL HISTORY**

MASTER OF BUSINESS ADMINISTRATION Aug2020- Mar2022

ITM COLLEGE OF ARTS AND SCIENCE, KANNUR, KERALA

**BACHELOR OF SCIENCE IN PHYSICS** 

KANNUR COLLEGE OF MANAGEMENT

HIGHER SECONDARY

2013-2014

SREE NARAYANA VIDYA MANDIR (CBSE) HIGH SCHOOL 2011-2012

# CERTIFICATIONS

Professional Diploma in Digital Marketing.

# **PASSPORT DETAILS**

N710xxxx Passport No 02.02.2014 Date of Issue Date of Expiry 01.02.2026 Place of Issue

# PROFESSIONAL HISTORY

RELATIONSHIP OFFICER 01.08.2022 - present

HDB FINANCIAL SERVICES - HDFC BANK (Campus Placement), KANNUR, KERALA

- To provide digital payment solutions to existing HDFC account holders
- Proactively identify sales prospects and conduct
- Generating new customers leads through various

- Help customers to get credit card, loans etc.
- Provide timely assistance with the help of HDFC
- Achieving the monthly sales targets, Cross-sell assets and fee products.

- Resolve customer queries/issues and facilitate customer services

# **ACADEMIC PROJECTS**

- A study on effectiveness of training and development and team building at KMC HOSPITAL, ATTAVAR, MANGALORE
- · An organizational study with respect to Chirakkal Weavers Cooperative P & S Society, Kannur

# Resume Sample - RE54

SHAHMAL KP

RESTAURANTS AND HOSPITALITY PROFESSIONAL PROFESSIONAL



# SHAHMAL KP

RESTAURANTS AND HOSPITALITY PROFESSIONAL

Capable and motivated and experienced with a thorough grounding in the principles of hotel service and operations management. Excellent time management skills and adept at prioritizing tasks in a fast-paced working environment.

Strong team player with the drive and determination necessary to provide exceptional service and meet ambitious performance target

# **EDUCATION**

# PLUS TWO 2006 Board of Higher Secondary Examination, Kerala

SSLC 2004

Board of Public Examinations, Kerala

# **KEY SKILLS**

- Customer service
- Autonomy and accountability
- Critical thinking
- Strategic communications
- Integrated marketing
- Creative problem solving
- Flexibility
- Strong communication skills
- Interpersonal Skills
- Strategic planning abilities
- Conflict Resolution
- meaningful feedback
- Detail Oriented

# **EXPERIENCES**

2017-2018

2010-2012

2008-2010

# 2018-2022 SENIOR SALES & MARKETING MANAGER

Louzan Centre (FMCG) –Qatar (Holding valid Qatar License#290356016544/valid till 2024)

- Product Branding and familiarization in the
   Market
- Marketing all Louzan Products in market through retail outlets and partner shops.

### SALES ADVISOR LEVI'S SHOWROOM BANGALORE INDIA

- Worked on the sales process experience
- Created custom fashion style for clients

# 2012-2017 SALES & MARKETING OFFICER

## Al Ajlan & Sons Company - Saudi Arabia

- Marketing the brand in market & generating sales leads from assigned market territory & timely delivery.
- Ensure quality in order generation, sales & delivery of shipments on own mode of commute in company vehicle

## SALES OFFICER

# Sylcon Footwear Retail chain Shoppe, Kerala

- Marketing and Sales Officer in new Sylcon Branch across Kerala.
- Responsible for arranging the product display to attract and new customers in

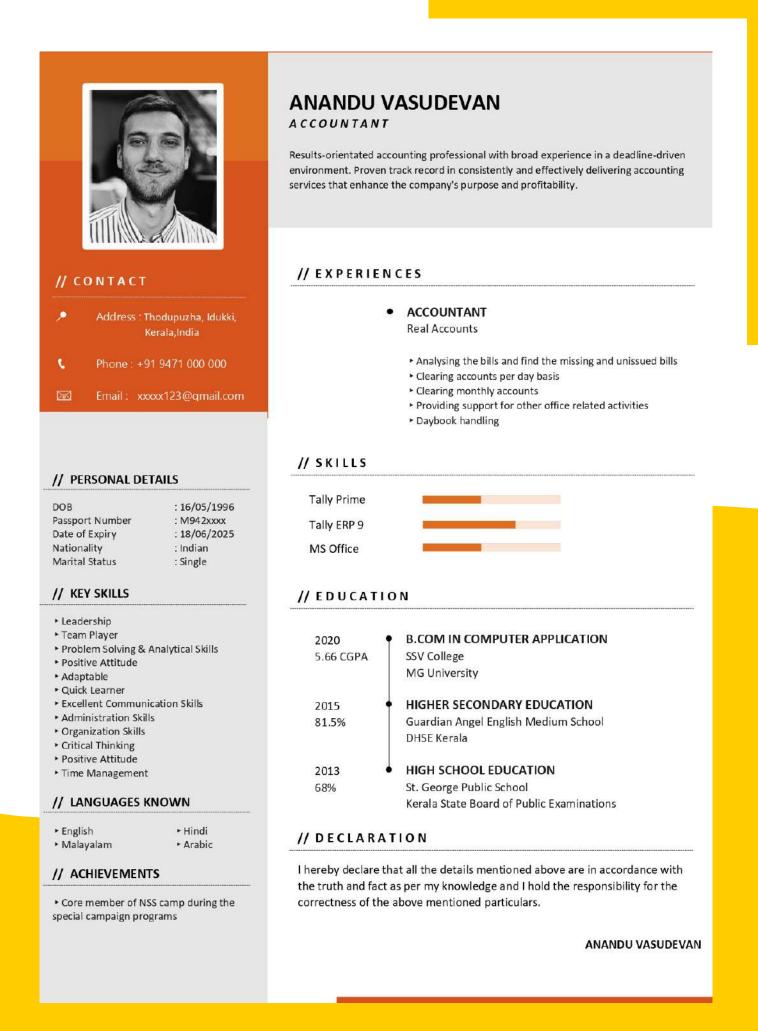
## DRIVER CUM SALES ASSISTANT Readymade Shop, Doha – Qatar

2007-2008 SALES EXECUTIVE

CONTACT ME:

+971 582121212

xxxxxlsha@gmail.com



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