



Abdul Azeez Vallathum Parambil

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PERSONAL SUMMARY

Seeking a challenging and responsible position to work in an environment which leads me to attain high proficiency in my profession and open opportunities for growth, and where I can find opportunities to make full use of my education and experience.

Based on my versified and effective skills and capabilities, I possess the flexibility to adapt to execute any challenging role that may ask to perform. My desired posts are Administrative Assistant/ Secretary where my knowledge and interpersonal skills can be utilized to assist the organization in achieving its targets and objectives.

PERSONAL INFORMATION

Birth date: 12 March 1983

Nationality: India

Residence Country: Saudi Arabia

PREFERRED JOB:

Office Secretary / Administrative Assistant

Field: Secretarial

WORK EXPERIENCE

Total Years of Experience: 13 years, 6 months

Secretary at Modern Times Technical Systems

Saudi Arabia - Jeddah

March 2010 – Present

- Organize and schedule meetings and appointments
- Develop and maintain a filing system
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Maintain records for Contracts, Pos, Delivery Notes, etc.
- Maintain filing of various documents related to different projects.
- Managing Couriers inside and outside kingdom through Aramex and DHL
- Maintaining all routine works and keep it all updated.
- Attending and screening telephone calls
- Sending / receiving faxes and e-mails.
- Support to Prepare Technical Submittals and send to clients
- Managing Travel arrangements, including Flight booking, Car rental and Hotel Reservation

Logistic Coordinator at Al-Sawani Food & Industrial Supply Co.Ltd

March 2009 - February 2010

Saudi Arabia - Jeddah

- Follow up with Supplier, Forwarder etc.
- Preparation of Shipping Documents, shipment coordination.
- Perform administrative duties like data entry, filing etc.
- Reporting to Superiors, Other Depts. Etc.

Secretary at Ziebart (Al Dossary Global Distribution Company)

Saudi Arabia - Jeddah

September 2008 - February 2009

- Keeping records for receiving and issuing materials
- To ensure delivery on time
- Preparing and maintaining superior's meeting schedule.
- Maintaining all routine works and keep it all updated.
- Attending and screening telephone calls
- Sending / receiving faxes and e-mails.
- Distribution of documents and mails, sending / receiving faxes, photocopying and manage all other office routine works.

Assistant Accountant at Caffe Aroma

Saudi Arabia - Jeddah

April 2008 - August 2008

- Making Cash and Credit Invoices
- Preparing Credit notes
- Preparing Day book
- Entering Cash Receipts to the system
- Handling customers Ledger

EDUCATION

Bachelor's degree (BSc) / Mathematics with Statistics at Calicut University

Kerala - Calicut, India

June 2004

Bachelor of Education (Bed)/ Mathematics at Calicut University

Kerala - Calicut, India

May 2004

High school or equivalent / Science (Physics, Chemistry, Mathematics) at

GHSS Kunnakkavu - Malappuram

Kerala - Malappuram, India

March 2001

SKILLS

MS Office/ Level: Intermediate

Tally, Peachtree / Level: Beginner

LANGUAGES

English / Level: Expert

Arabic / Level: Beginner

REFERENCES

Mr. Safeer

Senior Accountant

Caffe Aroma

00966.0509632865

Mr. Abdurahman Kutty

Logistic Manager

Al- Sawani Food & Industrial Supply Co.Ltd

00966.026912612 (Ext. 276)

Mr.Adil

General Manager

Ziebart

00966.0502856522