

## CURRICULAM VITAE



**FAHIM ANWAR HUSAIN SOLKAR**

Contact # +966572759329

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### Objective:

To be associated with an organization that provides me an opportunity to apply my knowledge, skills and provides me career growth. Through timely training and to achieve Excellence in corporate sector with Utmost dedication and concentration and prepare myself to hold the responsibilities of a leader.

### Qualification:

- Passed Graduation (B.Com.) in the year 1996, Mumbai University, India.
- Passed Computer diploma in the year 1997 from Aptech Computer, Mumbai, India.

### Computer Proficiency:

*Knowledge of basic Computer skills:*

Operating Systems: • Windows 98 • Windows Xp  
Windows Vista, Windows 7

Packages: Ms-Office

### Typing Skills:

English Typing Speed 50+ words per minute.

### Professional Experiences

- ❖ Worked as Administration Assistant (HR) for LAGUNA EASTERN RESTAURANT, AL-KHOBAR, K.S.A. from 1/5/2019 to 4/4/2021 (1 year & 11 months).

*Nature of Work:*

- Settlement of employees grievances related to salary wages & other facilities who provided by company.
- Arrangement of transportation facilities for employees.
- Preparing insurance documentation of new employees & coordinating with the Medical insurance company officer about new insurance policy to issue new insurance cards.
- Paying insurance premium and collecting insurance cards of new staff from approved medical insurance company.

- ▶ Taking care of joining formalities of the employee, Co-ordination with the new employees taking care of salary bank account.
  - ▶ Issuing the offer letter, appointment letter, confirmation letter, increment letter, relieving letter, acceptance letter, and experience letter.
  - ▶ Coordinating with recruiting agencies (India, Philippines, Nepal) for new employees visa documentation like demand letter, POA, Employment agreement as per received format.
  - ▶ To keep and maintain records of facilities being provided to the employee and all files i.e. personal files, documents files which used with HR working.
  - ▶ Preparation of notice regarding absenteeism, termination, misconduct etc.
- ❖ Worked as **Administration Assistant (HR)** for **MARINA AVENUE RESTAURANT, AL-KHOBAR, K.S.A.** from 15/1/2015 to 30/4/2019 (4 yrs. & 3 months).
- ▶ Taking care of joining formalities of the employee, Co-ordination with the new employees taking care of salary bank account.
  - ▶ Issuing the offer letter, appointment letter, confirmation letter, increment letter, relieving letter, acceptance letter, and experience letter.
  - ▶ Arrangement of transportation facilities for employees.
  - ▶ Preparation of notice regarding absenteeism, termination, misconduct etc.
- ❖ Worked as **Data Entry Operator** with **SAUDI OGER LIMITED** for Maintenance Project **KAUST (King Abdullah University of Science & Technology)** at Thuwal - Jeddah, K.S.A. from July 4, 2010 to April 7, 2014 (3 years & 9 months).
- Assigned post at KAUST: Admin Clerk for KAUST/Campus Security Manager.
- ▶ Open, sort, and distribute incoming correspondence, including faxes and email.
  - ▶ Read and analyze incoming memos, submissions, and reports in order to determine their significance and plan their distribution.
  - ▶ Preparing monthly time sheets of all security officers.
  - ▶ Supervise and train other clerical staff.
- ❖ Worked as **Computer Operator** with **HINA SHIPPING & FORWARDING (M) PVT. LTD., India** from June 9, 2008 to July 7, 2009 (1 year).
- ▶ Preparing Bill of Lading and IGM (Import general manifest) data entry using software ICLIGM7.12.
  - ▶ Encoding freight, custom clearance invoices, cargo manifest using Ms-Office, filing work & other office routine works.
- ❖ Worked as **I.T. Secretary** with **Al-HUSSAN GROUP OF COMPANIES (Company Education branch: JUBAIL INTERNATIONAL SCHOOL)**, Jubail, K.S.A. from September 22, 2002 to July 3, 2007 (4 yrs. & 9 months).

- Encoding school teachers' planning schedules using Ms-Excel & encoding school exams papers using Ms-Word, and handling incoming/outgoing emails using Outlook Express.
  - Encoding and updating new students enrollment, and generating End of Year report cards (KG – Grade 12) using readymade Oracle software.
- ❖ Worked as **Data Entry Operator cum Computer Operator** with **BULL FINCH TRADING CO. PVT. LTD, India** from November 21, 1997 to September 21, 2002 (4 yrs. & 10 months).

## Strengths

- Good communication and interpersonal skills.
- Self-motivated and self-confident.
- Enthusiastic, hardworking and smart working.

## Personal Information:

Date of Birth : 25-09-1976  
 Nationality : Indian  
 Religion : Islam (Muslim)  
 Marital Status : Married  
 Languages Known : English, Hindi, and Marathi.

### *Passport Details:-*

Passport No. : S3686660  
 Date of Issue : 15-03-2018  
 Date of Expiry : 14-03-2028  
 Place of Issue : Riyadh, K.S.A.

### Present Address :

House # 175, At & Post. Karla,  
 Tal. & Dist. Ratnagiri,  
 Pin code: 415612, INDIA.  
 Mobile No. +91 7775861520

### Permanent Address :

House # 175, At & Post. Karla,  
 Tal. & Dist. Ratnagiri,  
 Pin code: 415612, INDIA.  
 Mobile No. +91 7775861520

## Declaration:

I hereby declare that the information given above is true to the best of my knowledge and belief. Any discrepancies found would lead to the cancellation of my candidature.

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