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| ABDUL NASAR  +966 502352454  [nazardsm@gmail.com](mailto:nazardsm@gmail.com) | D:\Nazar Personal\Photos\Abdul.jpg |
| Objective | To excel in the field of **Administrator** (Bilingual) and to develop my strengths, knowledge, commitment and concentrate in this field. My work experience has given me great confidence in my abilities, which I believe is a great asset for me as well as it would be an asset for the company that would taken me on. |
| Current Status | **Administrator**  from Nov. 2007 to date. |
| Educational Background | * Diploma Certificate from the Madina University, **Madina Munawarah, KSA** for successfully completion of Arabic Language Course for the Non Arabic Expatriates. * **MA** - Degree in Language (English with Arabic). Year - 2001, secured with First Class from University of Calicut, Kerala, India. * **Primavera** – (Primavera Contract Management) * **Complete Exposure** in a Computer working environment * **MS Office -** MS Word, MS Excel, MS PowerPoint, MS Access, MS Outlook |
| Professional History | * **HR Executive –** Manes Tifs Engineering Consultancy, Italy, Branch Riyadh, KSA * **Administrator** in Al Mobty Holding Company, KSA from 2010 -2012. * **Secretary/Administrator**: 2007 to 2010, Al Fanar Company. * **Administrative Assistant/Clerk** :Govt. of Kerala, India 2001 to 2007 |
| Personal Information | Nationality : Indian  D O B : 11-04-1976  Passport No. N 9660868  Marital Status : Married |
| Iqama (Residential Permit) Status | Having Valid Saudi Transferable Iqama |
| Gulf Experience and  Arabic Language | * Had been working from 2007 to date. * Very Good in Arabic & English – Speaking, writing, understanding and Good Typing Speed both Arabic and English. |
| Languages | * Arabic * English * Urdu/Hindi * Malayalam |
| Driving License &  Vehicle Status | * Valid Saudi and Indian Driving Licenses and owned Car. |
| Personal Details | * Highly interactive, team-oriented & emphatic, * Good in communication, principled, religious, honest, candid and hard-working. |
| Interests | Reading Books and Playing Foot Ball. |
| References | Will be submitted upon request. |