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| ABDUL NASAR+966 502352454nazardsm@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
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| 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
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| Personal Information | Nationality : IndianD O B : 11-04-1976Passport No. N 9660868Marital 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.
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| Languages | * Arabic
* English
* Urdu/Hindi
* Malayalam
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| Driving License & Vehicle Status | * Valid Saudi and Indian Driving Licenses and owned Car.
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| Personal Details | * Highly interactive, team-oriented & emphatic,
* Good in communication, principled, religious, honest, candid and hard-working.
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| Interests | Reading Books and Playing Foot Ball. |
| References | Will be submitted upon request. |