**HAROON AHAMMED**



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## Career Objective:

A go-getter business oriented individual with a vision of success and swell. Being zeal for taking challenges jobs with excellent creativity, competitiveness, conceptual sound and proactive to reach my organization and career tiptop

## Skill Summary:

**Administrative & Office Services Professional** well-respected for ability to take initiative, multi-task and manage projects. Excellent organizational, communication and customer service skills.

Attentive to detail, able to quickly and effectively prioritize to meet deadlines, and an independent thinker.

PC Proficient with Microsoft Office Suite (Word, Access, Excel, PowerPoint), QuickBooks and

other specialized software products. Strong accounting and mathematical computation skills.

**Professional Experience :**

* Company : REDLAND INDUSTRIAL SERVICE (ARABIA) LTD
* Role : Operation Support & Administration
* Duration : 2017 to till date
* Company : Apparel Group (Athelets,co)
* Role : Assistant Store Manager
* Duration : 2016 to 2017

## Job responsibilities

* + **Staff hiring & Employee mobilization**
  + **Contract Coordination**
  + **Site Coordination with Supervisors**
  + **Employee coordination**
  + **Project coordination**
  + **Employee ID preparation**
  + **Plant IDs and Stickers processing (Aramco, Sadara, Sabic, Maaden, Saudi Chevron etc...)**
  + **Administrative support (Iqama, Insurance, Passport etc...)**
  + **Documents follow up and file managements**

**Certifications:**

* **Bachelor of Arts (BA Economics)(Calicut University**
* **ECIT Hardware and Networking**
* **Diploma in hardware and networking**

**Microsoft Office Specialist:**

* Microsoft Word 2007
* Microsoft PowerPoint 2007
* Microsoft Excel 2007
* Microsoft Outlook Express 2007

## TRAINING UNDERTAKEN

* MCDST (Microsoft Certified Desktop Support Technician)
* MCSA (Microsoft Certified System administrator)
* A+ and N+

## Educational Profile:

* B**achelor of Arts (BA Economics)(Calicut University** )
* **Higher Secondary Education ( HSE Board )**
* **S.S.L.C (Kerala State Board** )

**Personal Information:**

* Name :Haroon Ahammed
* Date of birth :25/03/1993
* Nationality :Indian
* Sex :Male

Iqama No :2439822830

* Marital Status :Married
* Languages known :English, Arabic, Hindi, Malayalam (Mother Tongue)
* Visa Type :**Transferable**
* Driving license :**Valid KSA & Indian Driving License**

## Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

## Place : Dammam (Jubail) Haroon Ahammed