

ABDUL SHEFEEQUE P A



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WORK EXPERIENCE

Sales Attendant
ADNOC DISTRIBUTION
September 2019

Public Relations officer
THRIKKAKARA MUNICIPAL CO-OPERATIVE HOSPITAL
January 2019- September 2019

- Front office Management
- Maintain register of inbound and outbound stocks
- Collect patient reports from both IP and OP department.
- Scan and Upload the reports and maintain the database
- Collect old reports from file archives and scan them and upload into existing E-file
- Assist Administration, Purchase department to prepare and synchronize policies.
- Assisted HR Manager to prepare NABH accreditation policy documentation
- Assisted accounts and purchase department to prepare for auditing

Back office Process Jr
VARA UNITED
September 2018-December 2018

- Inscribe all customer details into iDisburse ERP software
- Scan and Upload appropriate documents checked and verified by the Sales associates and relationship officers
- Forward the digital documents to the credit officer for loan approval
- Check the status report and informs same to the associates
- Add more details into the ERP for post approval process

HR & Admin
FOAL EAGLE TECHNO BRANDS PVT. LTD.
August 2019

- General Administration
- Front Desk Management
- Recruitment (Sourcing, Screening and Scheduling)
- GSTR3B Monthly return
- Create a space for Employee File Records and keeps secured
- Maintain Confidentiality for Sensitive Catalogues
- Assist and Discuss with Management to prepare training user manual for the customers

LITERACY

MASTER OF SOCIAL WORK – PERSONNEL MANAGEMENT AND INDUSTRIAL RELATION
HINDUSTAN COLLEGE OF ARTS AND SCIENCE (Hi-Cas)
2015-2017

BACHELOR OF SOCIAL WORK – SOCIAL WORK
KMM COLLEGE OF ARTS AND SCIENCE
2011-2014

PROFILE

To obtain a challenging role that will allow me to leverage my dexterity and knowledge

PERSONNEL STATISTICS

1. Intimate Details

- † Gender: Male
- † Citizenship: Indian
- † DOB: 19/03/1994
- † Religion: Islam
- † Marital Status: Single

2. Passport Details

- † Passport Number: R3522295
- † Date of Expiry: 21/08/2027

DIALECTS

- † English
- † Malayalam
- † Hindi (Beginner)

KEY SKILLS

- † Payroll
- † Data Entry and typing
- † Document Management
- † Organization
- † MS Office
- † Google Drive
- † One Drive
- † Process Implementation
- † Coral Draw (Beginner)
- † Peachtree (Novice)