



**Permanent Address:**

Karuppamveettil house  
P.O. Peruvalloor,  
Thrissur Dist.  
Kerala, Indian-680508

**Personal Data:**

**Father's Name:**

K. V. MAJEED

**Date of Birth:**

07/04/1986

**Gender:**

Male.

**Nationality:**

Indian.

**Religion:**

Islam

**Passport Number:**

L 9729245

**Date of Issue**

12 / 06 /2014

**Date of Expiry**

11 / 06 /2024

**OBJECTIVE**

To pursue a career in your growth-oriented organization for personal development and to contribute significantly by utilizing my potential, in making the organization achieve its long-term goal.

**PROFILE**

Target oriented, self-motivated able to set effective priorities to achieve immediate positive results.

Creative mind presentation, Reliable, Confident, Honest and Hard Working and result oriented.

Having excellent customer handling, communicational skills.

**WORKING EXPERIENCE 18+**

1 Years Worked as a **Foreign Currency Cashier, WPS** in **Al Fuad Exchange** Dubai, UAE From 2022 to 2023

3 Years Worked as a **HR Assistant & Manager, Accountant, Document Controller**, in Advertising Company **Tabasoom Printing & Packaging Pvt Ltd.** Kunnankulam, Thrissur, Kerala, India From 2019 to 2022

8 Years Worked as a **Treasury Cashier, Supervisor, CIT, Document Controller, Data Entry** in **Al Ansari Exchange L.L.C** Dubai, UAE From 2011 to 2018

2 Years Worked as a **Video Editor & Controlling** in **Excite Digital Media** Thrissur, Kerala, India From 2009 to 2011

5 Years worked as a **Applicator & Supervisor** in **Color Mix L.L.C** Dubai, UAE From 2004 to 2009

2 Years Worked as a **Video Editor** in **Shoba Digimax** Thrissur, Kerala, India From 2003 to 2005

2 Years Worked as a **Computer Instructor** in **ACE College Of Engineering** Guruvayoor, Thrissur, Kerala, India From 2002 to 2004

**APPLICATION KNOWLEDGE**

Hardware & Networking.  
Mac, Windows XP and MS Office utilities, MS DOS.  
System Programming in C & Dos.  
Well versed with usage of Internet & email etc...

**COMPUTER PROFICIENCY**

Diploma in Computer Application (**DCA**).  
Postgraduate in Computer Application (**PGDCA**).  
Diploma in Desk top publishing (**DDTP**).  
Postgraduate Diploma in Information Technology (**PGDIT**).



Video Editing (**Final Cut Pro (FCP), EDIUS, Adobe Premiere Pro**).

### **LANGUAGES KNOWN**

English, Hindi, Malayalam & little Arabic

### **TECHNICAL QUALIFICATION**

Diploma in computer hardware (**DCH**).

Diploma in computer maintenance & networking (**DCMN**)

### **OTHER SOFTWARE'S**

Microsoft Office, Adobe Photoshop, Edius, COOL 3D Studio, Canopus, Pinnacle Hollywood FX, MPEG Video Wizard DVD, Video Studio, DVD Movie Factory, TMPGEnc, C,C+,etc...

### **ACADEMIC QUALIFICATION IN UAE**

**DPS** in Dubai Police (Department Of Protective System) Pass  
**DPS License** 2012 2301 59627.

**PSBD** in Abu Dhabi Police (Private security Business Department) Pass

**NSI,CITPSBD License** 19863887.

### **ACADEMIC QUALIFICATION IN INDIAN**

**SSLC** in **ST. Joseph higher secondary school** Pavaratty, Thrissur, Kerala, India.

**PLUS TWO** in **wisdom college** Pavaratty,Thrissur, Kerala, India.

**DEGREE** in **wisdom college** Pavaratty,Thrissur, Kerala, India.

### **DUTIES**

FC Cashier  
Manager & HR Assistant  
Designing & Video Editing  
Control Room  
CCTV Operator  
Store keeper  
Cashier & Data Entry  
Supervisor & Document Controller  
Hardware & Networking  
Computer Operator  
Applicator  
Cash handling  
Security (Cash security)  
Treasure  
Administration & Customer Services

### **HOBBIES**

Traveling, listening music, reading and meeting new people with different cultures, learning language, specially listen to international news.

### **PERSONAL PROFILE**

I have worked In Dubai (UAE) and abroad as well for a period of 15 years. I have worked in India and abroad as well for a period of Six years. I am an



Indian involved in Computer Knowledge, Smart Worker, Team Player, Managing Worker's, Photography And Having A Good Experience In Control Room, CCTV, Video Editing, Vehicle Application, Computer Hardware Maintenance And Networking, Security CIT ,HR Assistant, Document Controller, Manager, Supervisor, Cashier, Account, Administration & Customer Service, Data Entry, Storekeeper And Relationship Officer.

## **DECLARATION**

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I solemnly declare that the above said information is true and correct to the best of my knowledge and belief.

Yours Truly,

**SALEEM.K.M**