

CURRICULUM VITAE

UMAR NATHARSHA. M

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OBJECTIVE :

To associate with an Organization which progresses dynamically and gives me a chance to update my knowledge and enhance my skills in the state of the art of technologies and be a part of the team that excels in work towards the growth of the organization.

PROFESSIONAL QUALIFICATIONS

- **Msc (IT) Master of Science Information Technology(2005 - 2007)**
Jamal Mohamed College – *Bharathidasan University – Trichy.*
- **B.C.A. (Bachelor of computer Application 2005)**
MIET (Mohamed Institute of Education and Tech)
Bharathidasan University – Trichy
- ❖ **DRIVING LICENSE: Valid UAE Car Driving License –(AUTOMATIC)**

PROFESSIONAL EXPERIENCE

POWER CLEANING SERVICES L.L.C

(Duration: AUG-2020 To OCT-2022)

Designation: PROJECT CO-ORDINATOR SITE: BURJUMAN &REEFMALL

Job Responsibility:

- ❖ Preparing TBT(Toolbox Talk) keep Records submit to client
 - ❖ Preparing and Monitoring keep record Daily Check list, PPM& PPE
 - ❖ Arranging and keep records staff every month cleaning Training & Health safety Training.
 - ❖ Preparing and maintain records for consumables.
 - ❖ Client assign deep cleaning task prepare Report submit to client
 - ❖ Cleaning Supervisor Meeting arranging every week keep records
 - ❖ Preparing monthly Staff attendance Bio metric Report
 - ❖ Preparing and Maintaining records monthly Material Request
 - ❖ Ensure client special Task Documentation and maintain Report
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PROFESSIONAL EXPERIENCE

RED LINE METAL WASTE COLLECTION L.L.C

(Duration: AUG-2017 To JUN-2020)

Designation: Logistics Assistant

Job Responsibility:

- ❖ Submitting shipping instruction online to shipping line web site
- ❖ Coordinating with shipping line, forwarders for bl
- ❖ Preparing shipping / bank documents
- ❖ Export BOE entry passing by marshal II dubai trade
- ❖ Preparing invoice, packing list export document to customer
- ❖ Collect of bl from shipping line

PROFESSIONAL EXPERIENCE

GOLDEN VALLEY FREIGHT INTL CO LLC, Dubai

(Duration: JAN 2016 TO March-2017)

Designation: Documentation And Clearance

Job Responsibility:

- ❖ Arranging, Collecting Delivery Orders on cash D/O handover shipments and customs clearance shipments
- ❖ Making custom declaration, Submitting document, follow up payment. Through dubai trade site and Mishal II software.
- ❖ Reporting to Manager daily routine work and work progress, each member issues.
- ❖ Following up with air lines and issuing d/o to customer
- ❖ Sending arrival notice to client and keep up following until d/o collection from our end

PROFESSIONAL EXPERIENCE

Mac Solutions LLC, Dubai

(Duration: May 2015 to Aug 2015)

Designation: Sales Executive - IT

Job Responsibility:

- ❖ Speak to customers, either face to face or over the phone
- ❖ Gain an understanding of customers' diverse and specific business needs and apply product knowledge to meet them
- ❖ Selling Laptops, Desktop, workstation, LED, Printer to customer
- ❖ Maintain various corporate customers and resellers accounts
- ❖ Planned and modified product configurations to meet the customer needs.
- ❖ Selling Printer, Plotter, Toner Cartridges.
- ❖ Having good relationship with resellers and distributors
- ❖ Keep the track of RMA units and apply warranty claim.

PROFESSIONAL EXPERIENCE

Alwasl International Group Marketing Management, Dubai

(Duration: Sep 2009 to Sep 2013)

Designation: IT & ADMIN Support

Job Responsibility:

- ❖ Co-ordinate with debit recovery team to Sending Bulk SMS Messages, Emails to the customers and configuration and installing the calling software comply with bank standard and company policy.
- ❖ Create Report of Fingerprint Biometric scanner for Attendance and Leave Management System In-line with HR and Finance department requirement.
- ❖ Mail Configuration, Recovery, in MS Outlook
- ❖ Hardware support including Printers, Scanners Installation and troubleshooting.

SOFTWARE PROFICIENCY

Web Languages	: HTML
Operating Systems	: Windows Vista , XP, NT, Windows 7,Windows 8.windows 10
Microsoft office	: Excel2010,word2010

PERSONAL STRENGTHS

- Zeal to accept challenging work, Dedication towards work.
- Good Interpersonal and communication skills.
- Fast learner
- Enjoys Team work

PERSONAL DETAILS

Father Name	: M. Mohamed Abdul kadar.
Nationality	: Indian
Date Of Birth	: 25-10-1983
Martial Status	: Married
Languages	: English, Tamil, Malayalam
Visa Status	: Visit Visa (Valid till 27 th July 2023)
Joining Time Required	: Immediate
Relocation	: Ready to Relocate anywhere as per Company Requirement.

Declaration

I hereby declare that all the statements made in this application are true to the best of my knowledge and belief.

Date:

(M.UMARATHARSHA)