

SALEEM K.M

saleemplr@gmail.com



Permanent Address:

Karuppamveettil house
P.O. Peruvallloor,
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

UAE : +971589042155

INDIA : +919633068990

Al Majaz, Sharjah, UAE

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 20+

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

3 Years Worked as a **HR Assistant & Manager, Assistant Accountant, Document Controller, Marketing Manager, Customer Service** 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, Customer Service, Data Entry** in **Al Ansari Exchange L.L.C** Dubai, UAE From 2011 to 2018

2 Years Worked as a **Video Editor & CCTV 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

1 Years Worked as a **Video Editor** in **Shoba Digimax** Thrissur, Kerala, India From 2003 to 2004

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 PremierePro**).

LANGUAGE KNOWN

English, Hindi, Malayalam, Tamil & 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.
BACHELOR'S DEGREE (B Com) in **Wisdom College** Pavaratty,Thrissur, Kerala, India.

DUTIES

Foreign Currency Cashier & WPS
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 Service, Accounts

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

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