

## CURRICULAM VITAE

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Mufasal Abdulsalam  
Kalpetta.p.o  
Wayanad, Kerala, India  
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### Career Objectives

To secure a responsible and rewarding position where my education knowledge and skills could be put to the best of application and which offers a mutually beneficial association for the organization and self in the long term.

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### Relevant Experience

- 1. Almoayyed Aluminium — 14<sup>th</sup> January 2018 – Projects Coordinator – Till Date**
- 2. Aluminium Express WLL (Bahrain) — 08<sup>th</sup> November 2015 – Quantity Surveyor, Office Administration, Estimation. – Till December 2017**

#### Main duties

- Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures.
- Organizing, attending and participating in stakeholder meetings.
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings.
- Ensuring project deadlines are met.
- Determining project changes.
- Providing administrative support as needed.
- Undertaking project tasks as required.
- Developing project strategies.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Assess project risks and issues and provide solutions where applicable.
- Ensure stakeholder views are managed towards the best solution.
- Chair and facilitate meetings where appropriate and distribute minutes to all project team members.
- Create a project management calendar for fulfilling each goal and objective.

## Achievements

- Worked on project customer satisfaction.

## Personality Term

- Positive Attitude
- Self Confident
- Objective Oriented
- Ability to Work hard in Terms
- Friendly, Cooperative and Sincere.

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## System Skills

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- Operating Systems - Windows versions
- Software Knowledge - Ms-Office, Excel, Word, Power Point, C++, Java, Web designing, CAD.

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## Educational Credentials

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<b>Degree</b>	: Bachelor of Business Administration with Computer Application
<b>College</b>	: Sree Narayana Guru College
<b>University</b>	: Bharathiar University, Tamil Nadu , India
<b>Year Of Passing</b>	: 2015

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<b>Course</b>	: HSC (12 <sup>th</sup> ) (CBSE)
<b>School</b>	: W.M.O English Academy School, Kerala, India
<b>Year Of Passing</b>	: 2012

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<b>Course</b>	: SSLC (10 <sup>th</sup> ) (CBSE)
<b>School</b>	: W.M.O English Academy School, Kerala, India
<b>Year Of Passing</b>	: 2010

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## Personal Details

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**Name** : Mufasal Abdulsalam  
**Marital Status** : Single  
**Sex** : Male  
**Father's Name** : Mr. Abdulsalam.P.S  
**Date Of Birth** : 20<sup>th</sup> June 1993  
**Languages Known** : English, Malayalam & Tamil  
**Nationality** : Indian  
**Passport No** : M9881686  
**Permanent Address** : Kalpetta.p.o  
Wayanad, Kerala,  
India,

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### Declaration:

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

**Date:**

**(Mufasal. A)**