



## Objective

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

## Why hire me?

I am hard working, resourceful and energetic. I have experience in various fields doing various jobs. I can manage workers efficiently to get the necessary output. I never limit myself to the task given but work towards achieving the goals of the company and much more. I get the job done.

## Work Experience

April 2019 to December 2019 - **General Supervisor** - B&H Builders, India {1}

- Supervised Works for 10 residential building and 1 commercial building.
- Improved workers **efficiency by 30%** which saved the company around **2% in cost**.
- Took over **purchasing** and **saved** the company around **5% to 10%** on purchasing costs.
- Did accounts for each site and the company as whole.
- Record keeping, reports creating and scheduling.

June 2016 to August 2018 – **Consulting** – Local Businesses {2}

- Did consulting for 3 local businesses. Two restaurants and a Clothing store.
- Created observation records for various parameters which became fruitful after a year which directly **increased the sales by 40% and the profit by 10%- 15%**.
- Book Keeping.

February 2014 to January 2015 – **Site Supervisor** – RSM Earth Movers, India {3}

- Managing Excavation Site operations such as communication with customers for scheduling, maintenance of work vehicles, control over quality, permit processing, billing, salary, etc.
- Maintenance of accounts, records of enquiry, records of sale bill, customer data etc.
- Meeting with potential customers for receiving orders, negotiations & maintaining healthy relationship.

March 2013 to December 2013 – **Sales Trainee** – Alif Systems, India {4}

- To achieve sales target, scheduling installations, communicating with technicians, after sale services etc.
- Attend product briefings, self-educate on product details & latest technology.

## Capabilities

- Can mobilize and **manage the work force** efficiently and effectively.
- Can do **accounts** and interpret **quarterly and annual reports**.
- Create **business plan**, study markets and competition, set goals, schedule, etc.
- Good in Mathematics.

## Computer skills

- Can troubleshoot Computers, Install hardware and Software and repair mobile phones.
- Data Management Programs, MS Office (Word, Excel, etc...), AutoCAD, All basic Programs and can be easily trained on any software in short time period.

## Languages

- Fluent in **English** and **Tamil**
- Intermediate in Hindi and Malayalam

## Education

2019 to 2021 – **MBA** (Distance Edu) – Bharathidasan University, India

2011 to 2013 & 2015 to 2018 – **B.Tech Mechanical Engineering** – Prist University, India – CGPA 7.31/10  
(Degree attested by Bahrain Embassy)

## Mobility

Hold **Bahraini Driving license** for LMV, License number: 921014899 expires on 20/03/2024

## Other Info

Fathers name : Abdul Rasheed

DOB : 25<sup>th</sup> October 1992

Nationality : Indian

Passport no : J2902227

Marital Status : Single

CPR number : 921014899

Visa : D2 – 01, Visa No: 9459080

Local Address : FLAT 1 I BUILDING 210 I ROAD 707 I AL HOORA 307 I MANAMA I KINGDOM OF BAHRAIN

(The above information is true to the best of my Knowledge.)

Date: 31<sup>st</sup> May 2020

## References

{1} B&H Builders: Mr. Hidayath: +91 84 8999 4249

{2} Restaurant Shine: Mr. Rafi: +91 86 6785 9395

{3} RSM Earth Movers: Mr. Rafiudeen: +91 95 0033 6644

{4} Alif Systems: Mr. Anas: +91 97 8976 2114