

MOHAMMED NASEER

SUMMARY:-

Looking forward for a bright future and willing to work for an esteemed organization and to continue my profession with a leading organization in a growth-oriented position where I can contribute my knowledge, Skill and Experience ultimately achieving Organizations goal.

WORK EXPERIENCE IN UNITED ARAB EMIRATES: -

1. Al RABAT Piling Foundation Company L.L.C.

- Position : AutoCAD Draftsman cum Office Admin.
- Duration : 2022 to Present.

2. STROMEK EMIRATES Foundation L.L.C (Al Arif Group)

- Position : AutoCAD Cum Document Controller.
- Duration : 2015 to 2021.

RESPONSIBILITIES: -

- Preparing Fencing Layout & Site Entrance Layout.
- Preparing Sing Board Details Drawing.
- Preparing Trial Trench Layout,
- Preparing Pile Co-Ordinates & Shoring Co-Ordinates Drawings.
- Preparing As-Built Pile & Shoring Co-Ordinates Drawing.
- Preparing Method Statement of Shoring & Piling.
- Preparing Method Statement of I Beam & H-Beam.
- Preparing Static Load Test Procedure & Static Load Test Results.
- Preparing and sorting documents for data entry
- Responding to information requests from authorized members
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.
- Receive all incoming document and transmit as per department,
- Typing, Editing and composing of business correspondence and reports.
- All the official correspondence via E-mails, Telephones or postal resources were taken care by me
- Preparing all kinds of Letters, Making PDF & JPG Format.
- Preparing Schedule of the Work that is to be executed & has been executed.
- Keeping the update of Stock files.



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SKILLS: -

- Leadership
- Problem Solving
- Critical Thinking
- Customer Service
- Good Communication & Team work skills

COMPUTER SKILLS :-

- Operating System (Window & MacOS)
- MS-Office (Word, Excel, PowerPoint & Spreadsheet)
- Typewriting (Higher Grade with 70WPM)
- Browsing Internet & E-mails
- AutoCAD & ZWCAD
- DTP (Desktop Publishing)
- Tally ERP9

3. Al-AHDAB International Luxury Transport.

- Position : Fleet Supervisor in Grand Hyatt, Park Hyatt and Hyatt Regency. (Group of Hyatt Hotels)
- Duration : 2011 - 2013

RESPONSIBILITIES: -

- Making travel arrangements for the customers through the day
- Scheduling the drivers trips to and from all Emirates
- Preparing trip sheets for all the drivers
- Collecting the trip fares from the drivers and recording all the transactions
- Handling all the customer queries directly and indirectly
- Making sure the cars are very well maintained
- Maintaining the tight deadline of pick and drop of customers from around the Emirates
- Coordinating with the hotel staff, accounts dept. and drivers in order to run the business smoothly
- Making sure that the drivers are well dressed and behave well with the customers with good customer service.

4. ETISALAT Head Office Deira Dubai.

- Position : Data Entry Operator (In Cash & Band Department)
- Duration : 2008 - 2010

RESPONSIBILITIES: -

- Taking care of all the Document activities like maintenance of phone calls list, issuing the identification badges to the employees, keeping a check on the attendance.
- Receive all incoming document and transmit as per department,
- Typing, Editing and composing of business correspondence and reports.
- Maintenance of daily activity report that are submitted to me by the employees and I further to the hierarchy.
- All the official correspondence via E-mails, Telephones or postal resources were taken care by me.

PERSONAL DETAILS: -

Nationality : Indian
Marital Status : Married
Visa Status : Employment Visa (Joining Immediately)

DECLARATION: - I assure you that the information furnished above are all true to my knowledge, if given a chance to work in your Esteemed organization I will be very honest to my work...

EDUCATION: -

DEGREE: -
Bachelor of Art (B.A) Hyderabad (T.S)
(Osmania University)

INTERMEDIATE: -
Vidya Dayini Boy's junior College
(Board of Intermediate)

STRENGTH: -

- Ability to take on challenges and work under pressure.
- Experience in managing multi-national work force and lead by example.
- Hardworking and dedicated to the works

LANGUAGE EFFICIENCY: -

ENGLISH : Good (Reading, Writing, Speaking)
HINDI : Good (Reading, Writing, Speaking)
URDU : Good (Reading, Writing, Speaking)
TELUGU : Good (Reading, Writing, Speaking)
ARABIC : (Reading & Writing)