

## SALEEM K.M

saleemplr@gmail.com



**UAE:** +971589042155  
**INDIA:** +919633068990  
Deira, Dubai, 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+

Presently working as a Accounts Manager in **Leal International Management** Deira, Dubai, UAE From 2023

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...

#### Permanent Address:

Karuppamveetil house  
P.O. Peruvalloor,  
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:**

Y 7291644

##### **Date of Issue**

24/07/2023

##### **Date of Expiry**

23/07/2033

## 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  
Administration & Customer Service  
Accounting  
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

## **HOBBIES**

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Traveling, listening music, reading and meeting new people with different cultures, learning language, specially listen to international news.

## **PERSONAL PROFILE**

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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**

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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**