

RESUME

Abdul Samad Vattukuniyil

Post Box. 7241
DOHA - QATAR
Tel: 55668636
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Post Applied For:

Secretary (Bilingual) or any suitable post (Clerk/Typist)

Professional Experience

(More than 15 years' experience in Administration)

Clerk (Bilingual)

2005 February- Present

Qatar Olympic Committee – Doha, Qatar.

Responsibilities include:

- *Performing general administration/ clerical work – Prepare correspondence, reports writing & Translating documents, English and Arabic typing work, draft memos and faxes , photo coping work.*
- *Set up national team's travel arrangements.*
- *Follow – up of records, handling of files.*
- *Provides administrative and clerical support to the superiors and Technical experts.*
- *Assisting various other tasks of the administration department.*
- *Attend telephone calls.*

Secretary Cum PRO – Bilingual

2003 - 2005

Rahiya Trading & Contracting Company

Doha – Qatar

Responsibilities include:

- *Documents Clearances from Ministries of Qatar and Foreign Embassies.*
- *Office Administration.*
- *Maintaining the project files, Filing Material submittal by category, typing correspondence, internal memos, site instructions and sending fax etc.*
- *Proper documentation & Filing of all records and correspondence.*

- Preparation of payrolls & disbursement of salaries
- Maintaining Employees personal Accounts and their personnel Records.
- Telephone attending.
- Maintaining register for various transportation requirements
- Controlling the receipt, registration and dispatch of office mail.

Secretary (Bilingual)

2001 - 2002

Jall Communications

Doha – Qatar

Responsibilities include:

- Performing general administration/ clerical work Office Administration.

Educational Profile

- Certificate of Religious institute (المعهد الديني الثانوي بقطر) Ministry of Education, Doha - Qatar
- Diploma in Computer Application (DCA).

ATTENDED IN THE FOLLOWING EVENTS AS ADMINISTRATIVE

- ✓ Asian Games 2006 as Admin. Secretary
- ✓ West Asian Games 2005 as Admin. Secretary
- ✓ Youth Handball World Championship in Qatar as Secretary
- ✓ School Olympic Games.
- ✓ IHF SUPER GLOBE QATAR 2011.
- ✓ Arab Games Doha 2011.

Computer Knowledge

MS office	- MS Word
	- Excel
	- Power point
	- Internet

Language Proficiency

English	- Fluent (Written & Spoken)
Arabic	- Fluent (Written & Spoken)
Hindi	- Fluent (Written & Spoken)

Typing Skill

English & Arabic - 40 words/minute

Others:

- Highly motivated to achieve objectives, elevate positively towards any assigned works and possess good sense of reliability.
- Having PRO Authorization .
- Completed a course in Arabic type writing.
- Holding Qatar Driving License.

Personal Traits.

Young , Smart , dynamic , athletic , motivated , innovative , teamwork, responsible, organized and disciplined.

Personal Data

Date of Birth - 20-05-1980
Nationality - Indian
Marital Status - Married
Visa Status - Transferable
Present Address - P.O. Box: 7241. Doha Qatar.
Tel. 55668636