**CURRICULUM VITAE**



**MD.ABDUL RAHOOF PASHA**

**Street :osman pura**

**Gambhiraopet,**

**Karimnagar-505304**

**Cell No: 00919676085242 &7780298435 E-Mail ID: mohdrahoof@gmail.com**

**OBJECTIVE:**

* *A challenge position that enables me to utilized and enhance my skills towards esteemed organization which provides me an opportunity to improve my knowledge and offers me career growth prospects.*

**I HAVE TOTAL 7 YEARS WORK EXPERIENCE:**

**3Years Mastoura Company in Saudi Arabia**

**EMPLOYMENT BACKGROUND:**

MASTOURAH Trd. & Cont. Co. :

**TimeKeeper &Computer Operator**

Nariyah, 31981, KSA.

**Company                        :  Mastoura for Trading & Contracting Co.**

**Designation                    :  Time-Keeper & Computer Operator**

**Duration                          :  From 22 Feb 2011 to 25 August 2013.**

**6 Month’s experience Hlg Company in Qatar:**

AL-HABTOOR LEIGHTON CONTRACTING COMPANY :

**Time Keeper & Computer Operator**

DOHA.

**Company                        :  Habtoor Leighton Group.**

**Designation                    : Time-Keeper & Computer Operator**

**Duration                          :  From 27 Feb 2015 to 02 August 2015.**

**WORK EXPERIENCE IN K.S.A & QATAR**

**PROFESSIONAL VITAE:**

**Responsibilities**:
**(Timekeeper &Computer Operator, In Hr. Department)
-Responsible for controlling all documentation related activities in a project.
-Support and coordinates with discipline with administration and control.
-Data Entry of in carry/dispatch/Updating Contracts/ Bill details
-Preparation of Report through V Look up.
-Control and maintain project Record of incoming project documents.**

**Efficiency; reliability; accuracy with numbers
-Excellent financial analytical and writing skills
-Outstanding supervisory, communication and interpersonal skills
-Strong ability to manage conflicting and changing priorities.
-Established organizational skills
-Ability to develop and lead a team
-Flexibility in work well equipped to handle situation and issues within this field.**

**Filing of documents and site drawings
- coordinates with other departments for proper distribution of document
-files RFI.**

**WORK EXPERIENCE IN INDIA.**

**One Year’s Worked as a CAD Draughtsman**

 **Mateen & Associates, Architects& Engineers**

 Hyderabad-04

 INDIA.

**Experience of Sky Mee-Seva Institute Receptionist&Data Entry in India.**

**Duration                          :  From 01 Dec 2013 to 25 Dec 2014.**

**Duration : From 01 Oct 2015 to Till working.**

**EDUCATIONAL QUALIFICATION:**

* S.S.C from (zphs High School),Gambhiraopet.
* Intermediate from Kamareddy dist:Nizambad.

**HOBBIES:**

* Playing cricket
* Chatting with friends

**PROFESSIONAL SKILLS:**

 Windows XP/NT/WINDOWS 7

* Operating System
* PG DCA (Post Graduate Diploma in Computer Application)
* Auto-cad Operator (MEP)
* 3DS Max
* Hard Ware

**STRENGTHS:**

* Self-Confident, Hard Working.
* Good Communications Skills.
* Interacting with People.

**Personal Information: -**

**Personal Profile**

 **Name                              :           Mohd,Abdul Rahoof Pasha**

Date of Birth                                  :           10-08-1989

Nationality                                      :           Indian

Marital Status                                 :           Married

Religion                                          :           Islam

Passport Number                           :           H3077344

Languages Known                         :           English, Hindi, Urdu, and Arabic

Phone                                             :           Mobile # ***+919676085242***

**DECLARATION:**

***I hereby declare that all the statement made in the application are true and correct to the best of my knowledge and belief.***

**Date:**

**Place: Hyderabad.** **(**Mohd,AbdulRahoof Pasha)