

CURRICULUM VITAE

AHMAD HUSSAIN



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CAREER OBJECTIVES

Working in competitive environment to achieve organization goals and to attain distinct position through effective utilization of my knowledge and skills and result oriented professional.

DOMAINS OF INTEREST

- Administration
- Back Office Operations
- Computer Data Entry

PROFESSIONAL EXPERIENCE

Executive Administration, Al Othaim Commercial Company, Saudi Arabia

5 Years' Experience March 2019 to till now.

- Recording employee's information and coordinate with HR on new joiner ' joining formalities according to the company policy
- Working on JDA, OPOS & Back office support application
- Direct Responsible collecting and review employees Document related to employee request to HR approvals.
- Direct Receiving invoices and update data in the system for approvals
- Minor trouble shooting on applications Errors
- Check email and reply emails follow up with mails requests
- Preparing Excel Sheets for Data Analysis
- Negotiating and renegotiating by phone, email, and in person
- Helping team members develop their skills

Skills

- Working knowledge MS Office & Outlook, Back end application
- Good Knowledge of internet and Data Base System
- Administrative support
- Database management

Strengths: -

- Positive attitude in facing new challenges and problem Solving
- Dedication towards works projects
- Creative and the ability to solve tough problems
- Ability to work independent as a team member on group
- Knowledge of industry
- Excellent time management
- Excellent follow-up skills and The ability to handle pressure and meet deadlines

ACADEMIC QUALIFICATION

Intermediate	Bihar School Examination Board Patna (BSEB)
Graduation (BCA)	BCA- Maulana Mazharul Haque Arabic & Persian University Patna

LANGUAGES

	Speak	Read	Write
English	Good	Good	Good
Urdu	Good	Good	Good
Hindi	Good	Good	Good
Arabic	Good	Good	Good

PERSONAL INFORMATION: -

Fathers name- Mohammad Sharif
DOB- 06-10-1995
Nationality- Indian
Passport- R6540357

I hereby declare that all the information provided in this resume is true, complete and correct to the best of my knowledge and belief.

Date: -

Place: - Makkah (KSA)

(AHMAD HUSSAIN)