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| MOHAMMED SHAMJAD C.K  MOB : +919746663232  EMAIL : shamjadck@gmail.com  ACADEMIC QUALIFICATIONS  **BACHELOR's DEGREE IN ENGLISH(2010)**  (CALICUT UNIVERSITY, KERALA, INDIA)  **HIGHER SECONDARY(2007)**  (CALICUT UNIVERSITY, KERALA, INDIA)  **SSLC(2005)**  (INTERNATIONAL INDIAN SCHOOL, RIYADH,KSA)  PROFESSIONAL QUALIFICATION  DIPLOMA IN COMPUTER APPLICATION(DCA)  LINUX  ORACLE  MICROSOFT OFFICE  AREAS OF EXPERTISE  EQUIPMENT & DETENTION CONTROLLER  ASSISTANT ADMINISTRATIVE HR  OPERATION EXECUTIVE  SYSTEM ADMINISTRATOR  SHOWROOM IN CHARGE  SPARE IN CHARGE  HARDWARE TECHNICIAN  SALES EXECUTIVE  TECHNICAL SKILLS  WINDOWS INSTALLATION  PC FORMATTING  SOFTWARE INSTALLATION  PC HARDWARE TECHNICIAN  DATA ENTRY | PERSONAL SUMMARY  A successful System Administrator with extensive analytical and software experience of investigating and diagnosing System and network problem, also knowledge of IT operating systems, especially Windows. Multi-talented with good all-round technical skills and the ability to develop and maintain close working relationships with other support and development teams.  **WORK EXPERIENCE**  **FLORA MOTORS(BAJAJ)CALICUT,INDIA**  SHOWROOM IN CHARGE(2017-2020)  Managing and ensuring efficient sales operations of the branch to properly address customer requirements and to achieve sales targets within the pricing authority, volume and customer satisfaction standards.  **AL BARRAK SHIPING AGENCIES, RIYADH ,KSA**  ASSISTANT ADMINISTRATIVE HR(6 months)  Save data and employees information and maintain their records.  Contracts for staff and lemination of each contract.  The introduction of benefits and keeping a record of the movement of Staff salaries.  Entry qualification and expertise of Staff.  Various reports and detailed employee data.  The ability to sort columns, change fonts when you extract their reports.  Statistical reports of the number and percentage of staff.  Ability to migrate all reports to Excel.  **WELCOME COMPUTERS,CALICUT,INDIA** HARDWARE TECHNICIAN /SALES REP  Servicing of Computer CPU,RAM,Harddisc etc; accordingly to maintain the freshness for the customers need, if needed by replacing the necessary parts.  Formatting of Windows, Installation of new software’s |
| PERSONAL DETAILS  **Name** : MOHAMMED SHAMJAD C.K  **Native Place** : RAMANATTUKARA  **E-mail** : [shamjadck@gmail.com](mailto:shamjadck@gmail.com)  **Date Of Birth** : 27-09-1989  **NATIONALITY** : INDIAN  **DRIVING LICENSE** : INDIAN(Two & Four )  LANGUAGES KNOWN   * ENGLISH **Level:** (Expert)|Written & Speech * HINDI **Level:** (Expert)|Written & Speech * MALAYALAM **Level:** (Expert)|Written & Speech * ARABIC **Level:** (Expert)|Written & Speech * TAMIL  **Level:** (Beginner)| Speech   HOBBIES   * TRAVELLING * PHOTOGRAPHY * LISTENING TO MUSIC * SURFING NET   **KEY SKILLS AND COMPETENCIES**   * Good analytical skills in problem solving capabilities * Well developed and effective communication skills * Excellent Team-Building Skills * Energetic & Takes Initiative * Full conversant with MS-OFFICE(Excel, Word) * Develops confidence and Trusting relationship. | **HAJI ABDULLAH ALIREZA,RIYADH,KSA** EQUIPMENT & DETENTION CONTROLLER(2014 - 2017)  Arranging back loading of empty containers as per lines requirements.  Arranging permission (gate pass) from Port Authority to allow to shuttle empty containers to Port.  Instruction to Terminal (Inside port) to load empties available inside the port.  Arranging back loading of empty containers available in auction yard.  Updating in Oscar system on line Arrival/Departure of container vessel.  Reporting final loadings to concern parties.  Advising discharge port for shipper’s owned empty tanks giving tank.  Dispatching Weekly Container Inventory to concern parties  **TABIA TECHNOLOGIES,CALICUT,INDIA** OPERATION EXECUTIVE(2013-2014)  Communicating with the upper management to develop strategic operation goals.  Developing strategic long-range plans to achieve strategic objectives. Creating and managing the organization’s fiscal operating and capital budgets and expenses.  Monitoring operational performance of both internal and external service providers.  Monitoring facility condition and environmental perform- ance and recommending or approving funding levels and spending plans. Providing a workplace setting that is conductive to productive work with occupants satisfaction  Monitoring performance metrics Receiving and responding to approvals and notification |