

## CURRICULAM VIATE



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### OBJECTIVE

Be a part of professionally managed organization enhancing my personality and skills towards becoming an efficient professional through continuous learning and follow a clear path to reach the highest level of Management.

### EDUCATIONAL QUALIFICATION:

Qualification	Specialization	Institution	University/Board	Year	Aggregate
MBA	Human Resource Management	KUWAIT EDUCATIONAL CENTRE	Sikkim Manipal University	2014-2016	Presuming
PROJECT MANAGEMENT	Management	HIGH STUDIE INSTITUTE, KUWAIT	CAMBRIDGE UNIVERSITY	2013-2014	93 %
BBA	ADMINISTRATIO N	THE NEW COLLEGE, CHENNAI	UNIVERSITY OF MADRAS	2010-2013	70 %
HSC	Commerce	JABRIYA INDIAN SCHOOL, KUWAIT	CBSE	2009-2010	58%
SSLC	General	JABRIYA INDIAN SCHOOL,	CBSE	2006-2007	62%

### STRENGTHS:

My strengths are innovation, hard work, willingness to learn and thrive in adversity and challenges, solution oriented approach, sincerity, honesty and dedication.

## **SKILLS SET:**

### **COMPUTER SKILLS:**

- Operating Systems: Windows XP, Windows 7.
- Basic IT helpdesk troubleshooting: PC reformatting, resolving network issues fix PC slowness; check antivirus, Software installations etc.
- Software installation.
- Well versed in Outlook, Word, Excel, Power Point, Access etc.
- Ability to use Adobe Photoshop for various marketing purposes.
- SQL, Visual Basic (Basic Knowledge).

### **CERTIFICATE:**

Got certified in following fields:

- Business Skills.
- Environmental Studies
- Social services

### **ACHIEVEMENTS:**

- Participated in various management meets and Drawing competitions.
- Attended value education classes, various seminars & workshops.
- Worked as volunteer in Youth Red Cross.
- Served as a Department Secretary in BBA.

## **PROJECT:**

### **MAIN PROJECT:**



Conducted a project study in **Professional International Couriers Pvt.Ltd.**

**Title:** "A STUDY ON EMPLOYEES PERFORMANCE APPRAISAL IN PROFESSIONAL COURIER".

**Objective:** To know the performance on an employee, this helps the company to fulfill their needs.

**Training:** Trained up in "PROFESSIONAL COURIER PVT. LTD", regarding employees and attended some training programs, which was conducted by professional courier.

## WORK EXPERIENCE

### Compensation Assistant

<b>Company Name</b>	SARA FASHION & IMPORT AND EXPORT
<b>Working Period</b>	1 Year (10 October 2011 – 12 October 2012)
<b>Designation</b>	Compensation Assistant
<b>Responsibility</b>	Develop a consistent salary structure, which is based on relative level of duties, responsibility and qualifications of each position in the organization.

### Executive Assistant

<b>Company Name</b>	INCO-LABS ( Construction Lab)
<b>Working Period</b>	9 Months (11th May2013 and 11th Feb)
<b>Designation</b>	Executive Assistant
<b>Responsibility</b>	Provide general administrative assistance to include copying, faxing, filing, spreadsheet work, presentation , preparation and travel expenses

### Performance Management

<b>Company Name</b>	Cochin Fashion
<b>Working Period</b>	2nd April 2011 and April 2013
<b>Designation</b>	Performance Management
<b>Responsibility</b>	Used to monitor the performance of the employee and report the higher authorities regarding the responsibilities and help in payroll.

### Project Coordinator

<b>Company Name</b>	RSM Albazie & Co. ( Auditing Firm)
<b>Working Period</b>	10 <sup>th</sup> Feb – Till now
<b>Designation</b>	Project Coordinator
<b>Responsibility</b>	Attend client meetings and assist with determination of project requirements, Assist the PM in the drafting and issuance of project proposals, Track the progress and quality of work being performed by design disciplines/trades. Effectively and accurately communicate relevant project information to the client and project team

**PERSONAL DETAILS:**

Father name	A.R.KHUDRATHULLAH
Date of Birth	11-May-1991
Marital status	Single
Nationality	Indian
Languages Known	English, Hindi, Urdu, & Tamil
Hobbies	Playing Cricket, Chess & Surfing the Internet
Mobile	+96594060941
Passport No	G9764587
Visa Status	Article No. 18 (Transferable Visa) (Kuwait)

**DECLARATION:**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Yusoof Abdul rahim.k.