



# FAYAS ABDUL MUTHALEEF

ADMINISTRATOR - DOCUMENT CONTROLLER - HR ASSISTANT

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**M** Fayas.abdhumuthaleef  
116@gmail.com

**A** Kerala, India

**L** <https://www.linkedin.com/in/fayas-abdhumuthaleef-576543154/>

## OBJECTIVE

Seeking to Challenge Position in an Organization to Develop my Skill with Commitment & Hardworking Ability, with Educational Knowledge & Experience Level and to the Organization Development.

## EXPERIENCE

**Administrator/Document Controller/Timekeeper**  
**Almana Glass, Redco Construction Doha, Qatar**  
June 2022 – June 2024

- ❖ Data Entry for Performa Invoices
- ❖ Data Entry for Workorder
- ❖ Data Entry for Delivery Note
- ❖ Data Entry for Invoicing
- ❖ Issuing Gate passes
- ❖ Making Invoice in Tally ERP 9
- ❖ Secretarial work for working Company & Sister Company (Al-Jassra Fiberplast, Doha)
- ❖ Verifying LPO & Approved Performa Invoice
- ❖ Making & Releasing Workorders with Drawing & Details
- ❖ Issuing Memo & Instructions
- ❖ Carries Out such as Filing, Typing, Copying, Binding & Scanning
- ❖ Ordering and Taking Stock of Office Supplies
- ❖ Answering & Redirecting Phone Call

### Timekeeper

**Almana Glass, Redco Construction Doha, Qatar**  
February 2019 – June 2024

- ❖ Assisting P.R.O for H.R Documentation (HR Forms & Payroll Verification)

## EDUCATION

**Bachelor of Business Administration with Retail Management.**

**Bharathiyar University**  
2014-2017

Coimbatore, Tamil Nadu, India

**HSE in Commerce with Mathematics.**

**Kerala State Syllabus**  
2012-2014

Alathur, Palakkad, Kerala, India

**S.S.L.C**

**Kerala State Syllabus**  
2012

Alathur, Palakkad, Kerala, India

## KEY SKILLS

- ❖ MULTI TASK
- ❖ OUTLOOK
- ❖ STRONG PROBLEM-SOLVING ABILITY
- ❖ MS OFFICE
- ❖ HARDWORKING
- ❖ HONEST
- ❖ TALLY ERP 9-INVOICING

- ❖ Arranging All Supporting Document for Monthly Timesheet & Send to Head Office with Authorities Approval (Overtime, OBF, Daily & Monthly Attendance)
- ❖ Preparing Monthly Timesheet on Time

### **Administrative Assistant**

***Almana Glass, Redco Construction Doha, Qatar***

June 2021 – May 2022

- ❖ Data Entry for Performa Invoices
- ❖ Data Entry for Workorder
- ❖ Data Entry for Delivery Note
- ❖ Verifying LPO & Approved Performa Invoice
- ❖ Making & Releasing Workorders with Drawing & Details
- ❖ Carries Out such as Filing, Typing, Copying, Binding & Scanning

### **Storekeeper**

***Almana Glass, Redco Construction Doha, Qatar***

February 2019 – May 2021

- ❖ Taking account of Incoming & Outgoing of Goods from Store
- ❖ Monitoring Stocks Frequently & Submitting to Finance Department
- ❖ Maintaining Documents - Receipts and Issue Report
- ❖ Preparing GRV (Goods Receipt Voucher) & Submittal to Procurement Department
- ❖ Requesting Materials On time by Demand

### **Assistant Store Manager**

***Reliance Jio Telecom Kerala, India***

February 2018 – July 2018

- ❖ Sales for Cellular Card & Mobile Phone
- ❖ Ordered Supplies and Kept Inventory at Optimal Level
- ❖ Updating Stocks & Inventories
- ❖ Control whole Store Includes Open & Close with Sharp Schedule

I Hereby declare that all the information given above is true and correct to the best of my knowledge. All the information shared in the resume is correct, and I take full responsibility for its correctness. I solemnly declare that the information in this resume is true to the best of my knowledge and belief.

Place: Kerala, India

Date 01-07-2024

Fayas

## **PERSONAL INFORMATION**

- ❖ DOB : 11-06-1996
- ❖ NATIONALITY : INDIAN
- ❖ PASSPORT : R 6353118
- ❖ MARITAL STATUS: SINGLE

## **HOBBIES**

- ❖ CREATIVE CONTENT
- ❖ DEBATES
- ❖ CRICKET
- ❖ FILMS & DRAMA
- ❖ BEACH HANGOUTS



പ്രതിനിധി / OBSERVATION

പ്രതിനിധി / MISCELLANEOUS SERVICE

പിതാവ് / അമ്മയ്ക്ക് പേര് / Name of Father / Mother

**ABDUL MUTHALEEF**

അമ്മയ്ക്ക് പേര് / Name of Mother

**MARIYA**

പ്രതിനിധി / പേര് / Name of Spouse

വില / Address

**FAZIYAS MANZIL, PANDARAKKAD**

**ALATHUR PO, PALAKKAD**

**PIN: 678541, KERALA, INDIA**

പുതിയ പാസ്പോർട്ട് നമ്പർ / പുതിയ പാസ്പോർട്ട് നമ്പർ / Old Passport No. with Date and Place of Issue

പുതിയ നമ്പർ / File No.

**C05060660005317**



100-2-31-10





# NEHRU ARTS AND SCIENCE COLLEGE

Reaccredited by NAAC with 'A' Grade, ISO 9001:2008, 14001:2004 Certified,  
Recognised by UGC and Affiliated to Bharathiar University

"Nehru Gardens", Thirumalayampalayam, Coimbatore - 641 105.



No. 20142223

## Course Completion Certificate

Certified that Mr/Ms. **FAYAS A** was a student of this college during 2014 - 2017  
he/she has completed the **BBA. RETAIL MANAGEMENT** degree course in May' 2017.

Date: 05.06.2017



  
**PRINCIPAL**



# BHARATHIAR UNIVERSITY, COIMBATORE.

## PROVISIONAL CERTIFICATE

Register No. : 1425R0013

Folio No.: 59912

Folio No.:

This is to certify that **FAYAS A**

has qualified for the Degree of **BACHELOR OF BUSINESS ADMINISTRATION**

he / she having passed the final examination held in **APRIL 2017** as follows :

**PART I MALAYALAM**

**THIRD CLASS**

**PART II ENGLISH**

**THIRD CLASS**

**PART III BUSINESS ADMINISTRATION  
(RETAIL MANAGEMENT)**

**SECOND CLASS**

Coimbatore 641 046

Date 31/07/2017



Controller of Examinations



Date: 04-July-2024  
Doha – Qatar

## Experience Certificate

We would like to inform you that Mr. **FAYAS ABDUL MUTHALEEF** Indian Nationality Passport Holder No: R6353118 Worked for us as

- ❖ **STOREKEEPER / TIMEKEEPER** From 17-February-2019 to 31-May-2021
- ❖ **ADMIN ASSISTANT / STOREKEEPER / TIMEKEEPER** From 01-June-2021 to 31-May-2021
- ❖ **ADMIN / DOCUMENT CONTROLLER / TIMEKEEPER** From 01-June-2022 to 30-June-2024

During this Period, the company witnessed him with scientific and practical competence and good morals and this is our testimony to that.

Yours Sincerely

ALMANA GLASS

