

RASHID ALI

Objective - To provide an opportunity to make strong contribution to the organizational goals through continued development of my professional's skills and willing to work hard to achieve the company goals.

STRENGTH AND ATTRIBUTES:

- Professional and detailoriented attitude towards work
- > Team player, flexible and a fast learner
- Self-motivated, energetic and a positive thinker
- ➢ Good public relation, communication.
- > Ability to multitask even in environments with stress minimum supervision

SKILLS

- Advance knowledge on MS Word, Excel and Power Point.
- Newforma Construct Ex
- > Tally
- Spreadsheets

SOFTWARE

- MS OFFICE
- Microsoft Outlook
- Internet Browsing e-mail sending
- Adobe Photoshop,
- Graphic & Writing Skills.



+971565155393



mdrashidali00@gmail.com



🏔 # Jamshedpur, Jharkhand, India

Work Experienced in UAE (2yrs Ongoing)

Eastern International L.L.C. (BUKHATIR GROUP OF COMPANIES)

Document Controller / Secretary

Capable of doing the Minutes of Progress Meeting dictation & writing during Meeting.

Project - LIMITLESS MX-01 & MX-04 Buildings

Job Description: Working as site Document Controller & Secretary of Consultant, April 2018 to August 2019.

Project Description: Completion of Outstanding works on Building MX-01, MX-04 Including Ground Floor. Comprise of four buildings and two 27 storey residential building to be completed.

Employer: Limitless L.L.C

Engineer: M/s Bel Yoahah Consultant **Project Cost:** 227 million (AED)

Project - DANAT AL EMARAT SOUTH TOWER

Job Description: Working as site Document Controller & Secretary of Consultant, October 2019 to until the present.

Project Description: Ground +Five +Roof, Connecting bridge in level 1 to North Tower. Employer: United Medical Eastern Service L.L.C

Engineer: M/s AMAR Golden Design L.LC

Project Cost: 102 million (AED)

Work Experienced in India (3 years)

TARAPOR & COMPANY.

Data Entry Operator -

- Job Description: Working as a "Data Entry Operator" from 12/10/2015 to 14/02/2015.
- Job Description: Working as a "Documents Controller" from 15/03/2015 to 14/04/2017

Personal Expertise

- > ADMINISTRATION
- Documentation

Academic Qualification: -

Passed Matriculation from ICSE Board. Passed Intermediate From J.A.C Board.

Professional Qualification:

Completed 1-year Diploma in Computer Application in 2016.

Personal Details:

Name: Rashid Ali Father name: Mansur Ali Date of Birth: 08/05/1997

Sex : Male Nationality : Indian Marital Status: Single

Languages : English, Hindi, Urdu Contact No. : +971565155393

Passport Details:

Passport : P9783624
Passport Issued Date : 04-05-2017
Passport Expiry Date : 03-05-2027
Passport Issued at : Ranchi

Personal Reference:

Mr. Sevuga Perumal Sr. Project's Manager & Logistics Manager. 0565056985 (Eastern International L.L.C Sharjah).

Mr., Ibrahim Suleiman Construction Manager 0565056825 (Eastern International L.L.C Sharjah).

Responsibilities:

Providing Floor support to ensure efficient operation of the office from day to day basis.

Capabilities -

Quick at learning new concepts and technologies

putting them to us

- Good communication and interpersonal skills.
- > Meticulous and hard working.
- Displaying initiative and independence and can work on own or as a part of a team.
- > Setting higher standards of performance.
- Sound knowledge in computer software
- > Flexible and able to work under pressure
- > Sincere, Honest and Hard Working

Declaration -

I sincerely believe that the above-mentioned facts are true to my knowledge and belief.

RASHID ALI

No. TD 60077761



1161931/031

STATEMENT OF MARKS

Name RASHID ALI

of ST. JOSEPH'S CONVENT HIGH SCHOOL, SINGHBHUM

UNIQUE ID 6248790

Son of

Smt HASINA KHATUN

Shri MANSUR ALI

SUBJECTS
External Examination

ENGLISH

HINDI

HISTORY, CIVICS & GEOGRAPHY (HCS-D, GEO-D)

MATHEMATICS

COMMERCIAL STUDIES

ECONOMIC APPLICATIONS

Percentage Marks

42 FOUR TWO

83 EIGHT THREE

38 THREE EIGHT

75 SEVEN FIVE

62 SIX TWO

54 FIVE FOUR

Internal Assessment

SUPW & COMMUNITY SERVICE

Grade

A

Date of birth as certified by the (in words) Eighth May Nineteen Hundred Ninety Seven Head of the School at the time of (in figures) 08.05.1997 registration

RESULT - PASS CERTIFICATE AWARDED

Date of Issue - 06.05,2011

Note: 1. The pass mark for each subject is 35%

2. No divisions are awarded.

Chief Executive & Secretary

(See Overleaf)

COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS, NEW DELHI

No. TD 70076855



1161931/031 076857

PASS CERTIFICATE

No divisions are awarded

This is to certify that RASHID ALI

of ST. JOSEPH'S CONVENT HIGH SCHOOL, SINGHBHUM

UNIQUE ID 6248790

Son of

1 ME

Smt HASINA KHATUN

Shri MANSUR ALI

was awarded an

INDIAN CERTIFICATE OF SECONDARY EDUCATION (CLASS - X)

The candidate attained at least grade 7 in FIVE subjects of the External Examination and at least grade D in the subject of Internal Assessment as given below:

SUBJECTS
External Examination

GRADE

ENGLISH

7 SEVEN

HINDI

MATHEMATICS

COMMERCIAL STUDIES

ECONOMIC APPLICATIONS

NEW DELHI

GRADE

7 SEVEN

5 FIVE

Internal Assessment

SUPW & COMMUNITY SERVICE

A

Date of birth as
certified by the (in words) Eighth May Nineteen Hundred Ninety Seven
Head of the School
at the time of (in figures) 08.05.1997
registration

EXAMINATION YEAR 2011

Date of Issue - 06.05.2011

Chief Executive & Secretary

Chairman
Council for the Indian School
Certificate Examinations

(See Overleaf)



JHARKHAND ACADEMIC COUNCE

INTERMEDIATE EXAMINATION - 2013 PROVISIONAL CERTIFICATE

son/daughter of

HASINA KHATUN & MANSUR ALI

20064

Registration No. 51029-RC-0066-14

passed the ANNUAL

Examination of 2016 held in the month of

MOSABONI MINES INTER COLLEGE MOSABANI DT-SINGHBHUM(E)

and has been placed in

Subjects Offered



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HARKHAND INTERMEDIATE EXAMINATION - 2013 HIGGOUNGH RANGE

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BANCH The following are the marks obtained by RASHID ALIACADE MICCOUNCERANCH DEARCHARDA

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HARKHANDACADENICCOENCILRANCHUHARKHANDA!

Roll Code 51026 Roll No. 20431 Registration No. 51029-RC-0066-14 at the Annual



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Ranchi, Dated: May 20, 2013 Ranchi, Dated: May 20, 2013

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गणराज्य REPUBLIC OF INDIA



fashid A

criffy / Type

राष्ट्र कोख / Country Code IND

unraid 4./ Passport No.

usumm / Suiname

P9783624

ALI

दिया गया नाम / Given Name(s)

RASHID

weeken / Nationally

ing / Sex

HREGIT / INDIAN

08/05/1997

wird verral / Place of Birth

MUSABANI, JHARKHAND

जारी करने का स्थान / Place of Issue

RANCHI

जानी करने की लिपि / Date of Issue अमारित की मिलि / Date of Expiry

04/05/2017

03/05/2027

P<INDALI<<RASHID<<<<<<< P9783624<61ND9705087M2705033<<<<<<<<

TELEPHY TOBSERVATION

विविध संवा/MISCELLANEOUS SERVICE

चिता / बारनूनी अविभावक का नाम / Name of Father / Legal Guardian



MANSUR ALI

HASINA KHATUN

पता / Address

MUSABANI NO-1 SHIV MANDIR ROAD

NEAR SHIV MANDIR, EAST SINGHBHUM

PIN: 832104, JHARKHAND, INDIA पुराने पासपोर्ट का में. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

फाइंस नं./ File No.

RC1060963842217

Sr No. 00357



This

Certificate is awarded to

RASHID ALI

on

28TH AUGUST 2015

for successfully completing

DIPLOMA IN COMPUTER APPLICATION

at

ZED CAREER ACADEMY, ARA

and has secured

80%

Summer.
Authorised Signatory



EASTERN INTERNATIONAL LLC

P.O. Box: 1596, Buhaira Corniche, Sharjah, UAE E-mail: eastern@bukhatir.ae

TRAINING CERTIFICATE

This certificate is to certify that

RASHID ALI

Has completed the training course on

'ORACLE DATABASE' conducted at

Limitless Project Site Office on 15th September, 2018

This activity was awarded by:

General Manager

HDD