

COVER LETTER

Dear Sir/Madam,

I am a Post Graduate from Annamalai University of 2008 batch am a sincere, energetic person with good cordial relations with my team Superiors and my clients. I have always provided my clients with best possible solutions services as per the guidance provided by my superiors and what I learnt on field along with my team members.

I am self-motivated, and a good team player, having strong leadership and interpersonal competencies. I possess a keen sense of willingness to learn more and work hard under pressure. Excellent presentation and communication skills have always been my strength.

I possess good system handling and analytical skills and possess a short learning curve. If given the opportunity I can assure you my services to the best of my ability. Please find attached my detailed CV for your kind consideration.

Looking forward to hear from you soon.

Yours truly,

Fairul Rajees

A.M.FAIRUL RAJEES
+974 66840356
faisal.rajees@gmail.com

Curriculum Vitae

CAREER OBJECTIVE

To be associated with a professional, continuously growing & challenging stable organization with supportive environment in which I may utilize my highest talent and communication skills and make a significant contribution in the organization.

STRENGTHS

Strong Interpersonal & Communication Skills
Strong Ethical commitment to my job & people around me, Self-Motivated personality with flair for Teamwork
Confident, Honest, Patient & Forthright Person
Hardworking and posse's short learning curve

SOFTWARE PREFERENCY

Programming Language: c, c++

Statistical Software : Ms.office , Excel and Spss.

Operating System : Windows Xp and Windows 10

Others : Microsoft's Office 2000 suite and well proficient
In internet Usage. & Fleet Management System

QUALIFICATIONS

Educational:

Post Graduate from Annamalai University, India

Completed my Master Degree in Statistics with Computer Application (**MSC Statistics**) from Annamalai University during the period of 2003-2008.

Percentage of Marks : 7.98(OGP) out of 10

PERSONAL DETAILS

Name : Fairul Rajees Abdul Malick
Date of Birth : 3rd June 1984.
Nationality : Indian
Marital Status : Married
Gender : Male
Languages Known : English, Tamil, Hindi
License Holding : Valid Qatar Driving License
Current Location : Doha - Qatar

WORKING EXPERIANCE

Past : Contract Investigator in NSSO (NATIONAL SAMPLE SURVEY ORGANISATION)
Govt of India, Feb 2010 – May 2012.

Past : Accountant Cum Admin officer, Gulf Ghazal Rent a Car,
Doha - Qatar, Jun 2012 – Mar 2021.

Past: HR & ADMIN cum Payroll Officer, QNSC (Qatar National Services Co), Doha- Qatar,
From Mar – 2021 – Jul-2023

Duties Responcibilities:

- Handled transactions related to payments, receipts, issuance of cheques, Banking and other outdoor works as and when required.
- Prepared the Monthly report & estimated budget to the head office, Settlements of bills for Payable and kept follow ups for Account Receivables.
- Kept daily books of accounts including petty cash, expense report and sent monthly reports include banking reports to the Head office.
- Handling Payroll WPS System, Banking Works, Visa Processing & Other MOI related works.
- Handling vehicle in-out activities, Traffic violation & Accident report printing, Supervising vehicle Insurance works, Vehicle Registration renewal, Driver's shift allocate and other transport related major works.

Present: HR & ADMIN cum Payroll Officer, FUTURE SOLUTIONS FOR TRADING, Doha- Qatar,
From AUG – 2023 – Till Date

Duty Responsibility:

- Maintained the business activities and relationship through correspondents.
- Handling Payroll WPS System, Banking Works , Visa Processing & Other MOI related works.
- Manage employee documentation, including employment contracts, offer letters, and other HR-related letters
- Ensure compliance with Qatar labor laws and regulations
- Manage employee leaves and absences, including monitoring leave balance and absence tracking and Prepare and review compensation and benefits packages
- Develop and maintain positive relationships with employees and managers
- Work closely with the HR Operations Manager to develop and implement HR policies and procedures
- Maintain accurate HR records and reports
- Support the HR Operations Manager in other HR-related tasks as required
- Maintain organizational charts and detailed job descriptions along with salary records
- Forecast hiring needs and ensure recruitment process runs smoothly
- Monitor budgets by department
- Process employees' queries and respond in a timely manner
- Administer health and life insurance programs

Declaration:

I declare that the details given above are true and correct according to my knowledge and belief.

(FAIRUL RAJEES)

Date :

Place : Doha- Qatar