



# SHAHUL HAMEED JAVID A

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## SUMMARY

Energetically spearheaded administrative innovations at Abu Backer's Electricity Office, enhancing back office efficiency through the implementation of e-UDS and SSP systems. Excelled in team building and Auto CAD, significantly contributing to the meticulous preparation of technical and as-built cable laying reports. Renowned for transforming data archiving processes, achieving streamlined operations.

## SKILLS

- Mail handling
- Filing and data archiving
- Team building
- Presentation Preparation
- Document Scanning
- Report Preparation
- Auto CAD
- File system management

## EXPERIENCE

July 2023 - Current

Electricity Office abu backer | Aljouf, Saudi

- Provided administrative support to the back office team by organizing and maintaining files, data entry and generating reports.
- Implemented new processes or procedures related to back office operations.
- Ensure the installation program
- e-UDS (نظام التوزيع الموحد)
- SSP (لخدمات الدافيه)
- SOS (نظام العمليات الأمنية)
- تقرير فني ( تعديل مقايسه )  
Technical report (adjustment of the estimate)
- تقرير/ملخص مد الكابلات كما تم بناؤها  
CABLE LAYING ACTUAL AS-BUILT REPORT/SUMMARY
- making up ( المستخلص )
- Rich experience in preparing management reports on forecasting, Planning, Implementation of tasks, Staff performances, Project costing, Sales forecasting & reports with the meeting.

## EDUCATION AND TRAINING

March 2011

Bachelor of Arts | Bachelor of Commerce From Bharathidasan University  
High School Certificate in Accounts Program , india

## ACTIVITIES AND HONORS

- Strong problem-solving and critical thinking abilities
- Excellent written and verbal communication
- Ability to work well in a team
- Project management skills

## PERSONAL DETAILS

- Nationality: Indian
- Passport No: V7691120 valid to 03th Aug.2032.
- Marital Status: Married
- Languages Known: English, Tamil, Hindi, Malayalam, & Arabic.

## SOFT SKILLS

- Management Solving
- Time Problem
- Communication
- Strong Analytical

## REFERENCES

References available upon request.