



ANWAR

CONTACT

- 056 871 3577
- alvinkottakkal@gmail.com
- Al Ghail Industrial Park
Ras Al Khaimah - UAE

PERSONAL DETAILS

Nationality : Indian
Date of Birth : 25-Dec-1986
Marital Status : Married

EDUCATION

- 12th Grade
Kerala Board of Higher Secondary
Examination (2006 - 2008)
- (SSLC)
Kerala Board of Higher Secondary
Examination

CERTIFICATES

- Certificate in Graphic Designing
& Typing
- Certificate of completion " IT SECURITY
AWARENESS"
- Certificate on "Training Basic First Aid"

COMPUTER SOFTWARE

- Photoshop
- MS Word
- Ms Excel
- Ms Powerpoint

SKILLS

- Communication
- Critical Thinking
- Problem-Solving
- Time Management
- Teamwork
- Adaptability
- Attention to Detail
- Leadership

LANGUAGE

- English
- Hindi
- Malayalam
- Tamil
- Arabic

PROFILE SUMMERY

As an accomplished professional with over 14 years of hands-on experience in roles such as Camp Boss, Storekeeper, and Office Assistant, I have honed my skills in managing logistical operations, maintaining inventory systems, and providing comprehensive administrative support. My track record of success is marked by a commitment to efficiency, attention to detail, and a proactive approach to problem-solving. I am eager to leverage my extensive experience and dedication to contribute effectively to a dynamic team.

WORK EXPERIENCE

✓ HR ACCOMMODATION SUPERVISOR (JAN 2020 - PRESENT)

MIDDLE EAST SPECIALIZED CABLES LLC, RAS AL KHAIMAH, UAE

- Oversee and maintain cabins, canteen, kitchen, housekeeping, laundry, and recreation areas.
- * Provide management with monthly reports on camp check-ins and check-outs.
- * Resolve issues for employees residing in the camp.
- * Ensure compliance with health, safety, environmental, and security standards.
- * Implement and maintain effective pest control measures.
- * Assist HR with documentation, data entry, and administrative tasks.

✓ STORE KEEPER (MAY 2019- JAN 2020)

GROWMORE CHEMICALS & FERTILIZER, KERALA, INDIA

- * Accept and verify incoming materials against purchase orders.
- * Keep accurate records of material issuance and receipts.
- * Handle supplier relationships and maintain an updated supplier database.
- * Create lists of fast-moving, slow-moving, and obsolete materials.
- * Ensure precise documentation of all inventory transactions.
- * Fulfill other duties as assigned by the supervisor.

✓ OFFICE ASSISTANT CUM DATA ENTRY OPERATOR

- WEBCAM THE PRINTING SOLUTION, KERALA, INDIA (JAN 2013- OCT 2018)
- I NET INFOTECH, KERALA, INDIA (JUN 2010- DEC 2012)

- Accurately enter data into various databases and ensure data integrity.
- * Provide general office support, including filing, handling correspondence, and managing office supplies.
- * Assist clients with inquiries and provide excellent customer service.
- * Organize and maintain electronic and paper records to ensure easy retrieval.
- * Coordinate and schedule meetings, appointments, and events.
- * Generate and prepare reports, spreadsheets, and presentations as required