

ELTYAIB ISMAIL MUSTAFA

B.A in English Language, University of Pune-India (1992)
Dammam, Saudi Arabia • +966-50-605-0377 • eltyaibsennar@gmail.com



EXECUTIVE PROFILE

More than thirteen years' experience in the profession of excellent Document Control / Administrative Executive/ Translation & Executive Secretary skills and concerned activities in the various field (Property Developer, Construction, Oil, Recruitment, Consultant).



SKILLS

- Very prompt, effective, high achiever and goal-oriented with a clear vision
- Reliable, patience and active team player
- Leading and dealing with people at all levels
- Proficiency in the use of computer software
- Ability to learn quickly and adopt to changing environments
- Ability to work under tremendous work pressure & meet with the deadline with ease and efficiency

PROFESSIONAL EXPERIENCE

Executive Secretary / Document Controller, June 2009 to date
Khaleeji Manager Company for Engineering Projects – KMC, Al Khobar - Eastern Province

(KMC Holding) is a fully owned subsidiary of Kuwaiti Finance House (KFH); established in 1996 to manage Real Estate Projects and Contracting by its ultimate beneficiary. (www.kmcholding.com)

Key Responsibilities:

- Receiving all types of documents from Client, Consultant, Subcontractors & Suppliers & its registration & updates in the database.
- Supervision of Classification, sorting and filing & Archiving of mails & to maintain a smooth document retrieval system.
- Preparation of Documents, Drawings, materials transmittals & make sure that these are under & as per the company's Quality Control Policy.
- Maintenance of project databases for Shop drawings, IFC drawings, As-built, Document transmittals, RFIs, NCNs, Material submittal logs etc.
- Preparing Minutes of meeting.
- Preparing Invoices and prepare the payment for the Consultants – Contractors.
- Maintain register of all design review and engineering meeting actions and track close out of these actions; advise Project Engineer of late action items; and produce status reports as required
- Establish document format / templates as required

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- Maintain registers and filing system for NOM, CEDs, PANs, TQs, SQs, audits, design instructions and change flags
- Assist Project Engineering in obtaining document approvals / sign offs
- Issue completed deliverables to Document Control, including pdf generation and raising document issue request

Administrative Assistant 1999-2009 **Al-Jehat Company , Dammam, Eastern Province, KSA**

Key Responsibilities:

- Overall administration of office including keep confidential files of staff.
- Performance appraisal record, Company's vehicle management & maintenance, office automation, housekeeping of company's offices, general safety & security at the office premises, coordination with other departments within the organization & clients.
- Supervision of general clerical & secretarial jobs, preparation of monthly operation, progress report & submission of the same to the senior management, independent correspondence with clients.
- Schedule, convene and attend technical & management meetings, process various documentation for different purposes, coordination of training program, workshops etc., Submission of Sales Tax Returns, Preparation of Bank Reconciliation Statement.

ACADEMIC PROFILE

EDUCATION:

- B.A in English Language , Jun 1992, University of Pune –India
- M.A in English is going on.

COURSES:

- Diploma in Information Systems Management
- Microsoft Certified Office User Specialist

PERSONAL INFORMATION

- Tel: +966 506065377
- Email: eltyaibsennar@gmail.com
- Nationality: Sudanese
- Marital Status: Married
- Languages: Arabic/English
- Visa Status: Transferable
- Driving Licenses: Saudi Arabia
- Current Residence: Dammam - Saudi Arabia