

SYED NASERUDDIN AHMED  
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### Career Objective:

Seeking a position to utilize my skills and ability that offers professional growth, innovate skills which will be beneficial to my organization and me.

### Professional Experience:

3 Years of professional experience.

- Demonstrated ability to solve complex technical problems, prioritize and handle tasks and work independently under constraints of time and resources.
- Team leadership & mentoring abilities.
- Flexibility in working well in cross-functional teams, can handle multiple tasks.

### Professional & Academic Qualifications:

- Completed Graduation in (B. Com) - 2016
- Diploma in Fire construction and industrial safety management.
- Certified in Confined Space and Lockout/Tag out.
- Certified in Basic fire and safety practical with mock drill.
- Certified in NEBOSH Health and safety at work.

### Job Description:

Employer : AL BASSAM (TECHNO SERVE)  
Designation : PROJECT CO-ORDINATOR/DOCUMENT CONTROLLER  
Duration : Jul 2019 – Till Date

### Job Responsibilities:

- Coordinating with Aramco team for creating orders.
- Coordinating with dispatch department to check the receiving and dispatching of materials.
- Registration of orders in ERP system.
- Preparing weekly, ongoing, and daily sales report.
- Arranging of documents numbering sorting, filing, storing and retrieval of both electronic and hard copy documents produced by technical teams, projects, or departments.
- Review and adjust various schedules, lists, and provide some basic reporting.
- Assist the warehouse in executing against daily cutoffs through proactive preparation.
- Provide timely feedback to Service Locations about outbound shipments.

- Research and keep ERP system updated throughout the order management process, from initial ordering to delivery.
- Performs other clerical duties as assigned, including data entry, filing paper documents, email, calendar management, and performing word processing for own work or in support of other claims professionals.
- Perform additional job duties as requested.
- Assist Accounting team with invoice resolution.
- Ensure the timely and accurate closing of all PO's.

### Job Description:

Employer : Amazon India PVT LTD  
Designation : HRS Services  
Duration : Aug 2018 – Dec 2018

### Job Responsibilities:

- Timekeeping Responsibilities.
- Reviews all entries and compares them with the Timecard Adherence Report.
- Resolving time maintenance related ticket issues.
- Verify and perform data entry in multiple systems. Look for variances in the data for correction or further analysis.
- Provide accurate and timely response to inquiries adhering to the SLAs.
- Understand and anticipate the downstream impacts from changes to time and attendance or pay impacting systems.
- Track, measure, and report on the Service Level Agreement (SLA) metrics.

### Personal Details:

Nationality : Indian  
Date of Birth : 25<sup>th</sup> June 95  
Religion : Muslim  
Marital Status : Single  
Iqama Status : Transferable