

RESUME

MOHAMMED ZAMEER ABBAS

Job Application

Contact No: 0534907719

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<u>Précis</u>	
Highest Education:	Bachelor of Commerce (Major: Corporate Accountancy Minor: Business Law)
Experience:	10 Years.
Desired Position	Document Controller/Administrative Assistant.

Respected Sir/Madam,

Apropos the mentioned subject I take unilateral privilege of submitting this application with a view to explore the possibility of an employment in your esteemed organization. I am an **B.com** graduate Interested in Senior Document Controller/Administration Services I am pleased to submit my brief CV.

If offered a chance to work in your organization, I assure that I would do my job to the fullest satisfaction of the company and my superiors.

Yours faithfully,

MOHAMMED ZAMEER ABBAS

Objective:

Aspiring to be a part of dynamic & fast growing organization having motivational working environment, and I am looking for a challenging assignments that will foster my career advancement and long-term relationship in an organization where my experience, education and talent could make significant contributions towards corporate objectives.

Academic Details:

Highest Education:	Bachelor Degree	Institution	Issue Date
Bachelor of Commerce		OSMANIA UNIVERSITY (INDIA)	2007

Skill Set:**Administrative Skill Set:**

- Experienced in the Documentation flow process.
- Well acquainted with company policies and procedures.
- Well aware of **Saudi Labor Law**.
- Excellent communication skills.

Technical Skill Set:

- Well Acquainted with MS-Word.
- Good at making power point presentations.
- Good Experience in preparing **organizational flow charts**.
- Attended Trainings and Workshops on QA/QC Procedure.
- Expert in using **Business in a Box** Software.

Work Experience:

❖ **Since 2019 Oct to Till Date Working with AECOM CONSULATANTS at Shams Ar-Riyadh Project.**

❖ **June-2010 to September-2019 Dar Al-Arkan Real Estate Development Corporation**

As Document Controller & Administration Assistant.

- All types of correspondence such as letters, memorandums, policies presentation, reports, etc. from either notes, or drafts, neat and timely manner as assigned by the Senior Vice President, Project director & Project Engineers, and maintain confidentiality.
- Proofreading all typed correspondence, revising and changing as necessary to ensure clarity and accurate prior to submittal or distribution.
- Scheduling meetings, preparing monthly calendar, maintaining appointment Calendar and conference room schedule log, documenting accurate times and contacting appropriate individual.
- Maintaining and distributing minutes.
- Promptly coordinating with the Project Managers, Civil Engineers, Material Engineers and Site Supervisors by providing with the relevant information.

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- Assisting the Area Manager on the assignments of top priority and following his guidelines to implement and execute the plan of action.
- Prioritizes workload to complete correspondence and documents in a timely manner by establishing deadlines.
- Assists in maintaining the permanent files and records of the Company.
- Maintaining Administrative records and establishing filing system to ensure the expeditious retrieval of information.
- Maintaining office supply inventories and other specific materials needed by The General Manager, Project Engineers.
- Perform other tasks that may be assigned from time to time.
- Preparing all the sub-Contractors Payments.
- Preparation of ongoing Project presentations in power point for Senior Vice President

❖ **December 2008 – May 2010.**

At Al Abdullah Faleh Al-Dossary Trading and Contracting Co.

As a Administrator Officer.

- Assisting the Project Manager & Program Manager in all the Day to Day activities.
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- Preparing the agenda for the internal meetings with the General Manager. Listing out the issues to be discussed in the meeting.
- projects plan and schedule
- Visiting the projects in Riyadh, Dammam and Jeddah to inspect the administration work and train the Administrators for the best practices.
- Coordinate the submission of detailed programs from consultants and contractors and Ensure the information is reflected in the corporate system.
- Scrutinizing the Effective Implementation of all the Policies and Procedures in all the Department.
- Preparing the Memos, Circulars and notices to all the departments and Projects as and when required.
- Interact face-to-face and via phone with all management and employees in order to act as source of information and direction.
- To receive and process Incoming and outgoing mail and draft letter, report on behalf of Organization.
- Organizing Business itineraries, travel arrangement, conferences and social functions.
- Preparing Agendas program's for meeting.

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- Send receive and control documents/correspondence internal and with the other parties. Keep proper tracking log and archive.
- Preparing the Work Contract as per the job offer.
- Organizing the Annual HR tasks as per the instructed Timeline and in accordance to the Corporate Guidance.
- Providing Documents to the Department Heads for Preparation of the Key Performance Indicators (KPI's) for each Year.

Executive Training Packages and Softwares:

- MS Office (2000, 2003, 2007,2010)
- QASIB ERP.
- FOCUS ERP.
- E-mail Clients (Outlook, Microsoft outlook Express)

Languages Known:

- Arabic
- English
- Urdu
- Hindi
- Telugu

Personal Information:

Father Name : Mohammed. Umar

Nationality : Indian.

Gender : Male.

Marital Status : Married.

Iqama status : Transferable.