



# Sultan Arfeen Abbasi

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## SUMMARY

To associate with an organization offering a professional, challenging and rewarding work environment and gives me a chance to sharpen my knowledge and enhance my skills of working in a position that would offer professional growth while being resourceful, flexible and innovative.

## SKILLS

- Skilled at adopting modern technologies.
- Excellent management skills and remarkable ability to contribute towards team performance.
- Strong organizational and prioritization skills along with keen attention to detail.
- Ability to work in a fast paced environment.
- Good interpersonal and organizational skills, with an ability to work both independently and collaboratively.
- Excellent communication & leadership skills.
- Resourceful team player and keen attention to detail.
- Hardworking and efficient.
- Cooperative and an easy to communicate with.
- Good in communication Skills.
- Diploma in Graphic Designing.
- MS office, Word, Excel, PowerPoint, Outlook.

## WORK EXPERIENCE

**AL-BAWANI LTD. CO. - 05/2019 TILL TO DATE**

**MADINAH/RIYADH, SAUDI ARABIA**

**SECRETARY TO PROJECT MANAGER**

- Answering phone calls and redirect them when necessary.
- Managing the daily/weekly/monthly agenda and arrange new meetings and appointments.
- Preparing and disseminating correspondence, memos and forms.
- File and update contact information of employees, customers, suppliers and external partners.
- Develop and maintain a filing system.
- Make travel arrangements.
- Preparing MR's (Material Requests).
- Check frequently the levels of office supplies and place appropriate orders.
- acting as a receptionist and/or meeting and greeting clients.
- Enhances effectiveness by providing information management support.

**CCE CONTRACTING AND CONSTRUCTION ENTERPRISES LTD.- 12/2015 TO 03/2016**  
**RIYADH, SAUDI ARABIA**

**RECRUITMENT OFFICER**

- Assisted my immediate supervisor in the overall procurement of manpower for corporate and project needs (within limits of authority).
  - Assisted my immediate superior in updating and maintaining a skills inventory accessible to Project Managers to enable them to quickly ascertain availability of personnel within the company to meet their needs, both by management/supervisory levels and craft competencies.
  - Reviews applicant selection data submitted by interviewing managers for compliance with selection criteria and applicable rules and regulations. Notes any issues or trends and discusses with supervisor.
  - Preparing offer of employment letter and submits to supervisor for approval.
  - Maintain accurate and up-to-date recruitment and selection documentation for monitoring.
  - Maintaining Mobilization & Demobilization Reports.
  - Maintaining Visa Monitoring report.
- Document Controller, maintaining proper record of all the HR Department Related Documents.

**IREM SPA SAUDI ARABIA LTD. - 02/2015 TO 12/2015**  
**DAMMAN, SAUDI ARABIA**

**SITE / CAMP ADMINISTRATOR**

Subsidiary company OF CCE Contracting & Construction Enterprises Ltd.

- Maintaining Manpower and Equipment reports.
- Maintaining Site Attendees Report.
- All the Office related Personnel Issues.
- All the Camp Related Personnel Issues.
- All Project Administrator related duties.

**CCE CONTRACTING AND CONSTRUCTION ENTERPRISES LTD.- 09/2012 TO 02/2015**  
**JUBAIL, SAUDI ARABIA - SADARA-Saudi Aramco Dow Chemical Plant Project**

**PROJECT ADMINISTRATOR/ADOBE LIVECYCLE INITIATOR**

- Maintaining Manpower and Equipment reports.
- Maintaining Site Attendees Report.
- All the Office related Personnel Issues.
- All Project Administrator related duties.
- Submission of Project design drawings to client through LiveCycle for their comments and reviews.
- Downloading once all the files are completed with client's comments, to be auctioned by the concerned.
- Submission of all the IFC drawings.
- Submission of all the Material Transmittals, Submittals and catalogs for client's review and comments.
- Maintaining and distribution of LC3 & LC4 reports generated from LiveCycle.
- Maintaining log book for all the design drawings submitted to client.

**CCE CONTRACTING AND CONSTRUCTION ENTERPRISES LTD.- 04/2011 TO 07/2012**  
**JUBAIL, SAUDI ARABIA - JER Jubail Export Refinery Projects**

A joint venture of Saudi Arabian Oil Company and Total Oil Refinery (**SATORP**)

**EXECUTIVE SECRETARY TO PROJECTS DIRECTOR**

- Checking for any scheduled meeting for Projects Director.
- Maintaining all internal and external correspondence, including Saudi Arabian Oil Company (ARAMCO) “**Client**” as well as the Contractor Technip.
- Responsible for processing the documents require the Projects Director Approval.
- Preparing Documents for daily briefing meetings & conferences submitted to the Projects Director.
- Maintaining all the records regarding Purchase Orders(PO) and Purchase Requisitions (PR).
- Filing all necessary documents require by the Projects Director i.e., drawings, quotations, Purchase Orders (Pos). Contracts, Technical Queries, CV’s for on board and under recruitment employees.
- Maintaining all the records regarding the ongoing Construction on site in different disciplines. i.e., Mechanical, Civil, Electrical works.
- Maintaining for the Projects Director the reports from Engineers, Site construction Managers
- Maintaining and updating tracking reports regarding manpower, materials, vehicles and equipment on site.
- Attending meetings (if require) with projects Director to record Minutes of Meetings (MOM) and later on distributing it to the concern persons for their review.
- Maintaining and tracking reports from QA/QC Department regarding calibration and testing of different equipment, tools. i.e., hydro testing schedules and reports, RTR pipes and their testing and testing of other ongoing and completed construction.
- Coordinating with planning department regarding the ongoing constructions, mechanical and civil works on site.
- Preparing weekly report regarding the materials and their tracking
- Preparing and maintaining the daily site activities report.
- Coordinating with the Head Offices (HO) regarding materials up-down and their payments.
- Coordinating with the Head Office (HO) regarding the mobilization and demobilization of manpower and equipment.
- Establish and maintaining the filling system.
- Preparing the material in hand reports and recording the material requirements.
- Maintaining all the necessary documents needed for jobs on site i.e., drawings of the particular locations where the work is going on.
- Handling and maintaining the records of the sub-Contractors related to their Manpower, Vehicles, and Equipment.
- Maintaining the records and related reports of Sub Contractors.
- Doing all the related jobs of an Executive Secretary.

**SAUDI ARABIAN OIL COMPANY (SAUDI ARAMCO).- 09/2005 TO 11/2007**  
**ABQAIQ, SAUDI ARABIA**

Worked as a Contractor Employee from Abdul Rehman Al-Bader Est., as a Secretary to Contracts Coordinator in (ARAMCO) Saudi Arabian Oil Company Abqaiq Plant, under ARAMCO ID No. 7548385 and reporting Directly to Contracts Coordinator / Department Manager.

**SECRETARY TO CONTRACTS COORDINATOR**

- Using SAP for preparing the necessary documentations regarding all the Purchase Orders (Po's).
- Preparing Financial Statements and reporting on monthly basis.
- Preparing Purchase Orders by using the SAP Program.
- Preparing Invoices for the Contractors.
- Distributing the invoice amounts to their respective Cost Centers (CC) by using the SAP program.
- Preparing and maintaining the weekly/Monthly Reports of Po's.
- Taking care of all the correspondence internally and externally.
- Preparing invitation Letters for Contractors to submit their Bids for an upcoming project (s) in Saudi Aramco.
- Preparing all necessary documents for Job Explanation (Job-X) Meetings.
- Preparing Job Performance Appraisals (JPA) for Short form, Long form and routine Purchase Orders.
- Closing out Purchase Orders through SAP.
- Preparing all the necessary documentation for Short Form Contract (SFC).
- Dealing and opening the submitted bids by Contractors to ARAMCO.
- Opening Bids for Lump Sum (LS) and Short Form Contracts (SFC).
- Preparing, maintaining and submitting daily Log report for Purchase Orders (Po's)
- Preparing Balance Sheet for a closed Short Form Contract (SFC), Long form Contract (LC) and Routine Purchase orders (Po's) and distributing them their relevant Cost Centers (CC) by using different SAP Transactions.
- Attending meetings (if require) to record Minutes of Meetings (MOM) and later on distributing it to the concern persons for their review.
- Responsible for processing the documents require the Department Manager, or Director Approval.
- Maintaining the proper record for drawings required by Saudi Aramco to distribute to their Respective Contractor for the work to be done.
- Preparing Internal Audit Report.
- General Correspondence.
- To ensure all the inventories are accurate and submitted in timely manners.
- Maintaining proper record through daily/weekly reports and reporting it to Contracts Coordinator/Department manager.
- Maintain reports of Contractors for proper work of key projects on a daily basis
- Preparing and Maintaining Weekly Progress Reports.
- Training Saudi Nationals to take over the role of Secretary in Different Departments/Divisions.
- Introducing Weekly Reporting System.
- Introducing a new way to get the Weekly Progress Report for the ongoing Projects through SAP.

## **EDUCATION**

### **Punjab College of Commerce, Rawalpindi**

- B.Com (Bachelor in commerce)

### **PAF INTER COLLAGE LOWER TOPA, MURREE**

- Intermediate (Humanities Group)

### **MURREE PUBLIC SCHOOL SUNNY BANK, MURREE.**

- Matriculation in Science