



NOUFAL THATTAN KANDY

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Result-oriented professional, targeting assignments in **Documentation and Procurement Admin** with an organization of high repute.

OBJECTIVES

Seeking a responsibility & challenging opportunity that would utilize & enhanced my skill.
I would actively devote my creative abilities through dedicated hard work.
My honesty will be the resource of company to achieve combine growth

CORE COMPETENCE

- Document controller
- Coordinator
- Vendor Management
- Database
- Scanning
- Outlook
- Compliance
- Data Entry
- Secretarial
- Quality Control
- Share Point

EDUCATION

- Diploma in Mechanical Engineering
- CNC Machine operator, Auto CAD, Class X11, Class X
- SSLC
- Plus, two

PERSONAL DETAILS

- Nationality : Indian
- Passport No : N4336839
- Iqama No : 2438742005
- Age & Birth Date :29yrs-09April-1993
- Gender &Civil Status :Male &Married
- Languages :English ,Hindi ,Urdu, Arabic and South Indian
- Driving License : 2438742005

ORGANIZATIONAL EXPERIENCE

March'2019 – Present | Admin Assistant-Documents Controller | SHIFAMED GROUP JEDDAH

Key Result Areas:

Archiving/Scanning/Printing – Renaming, recording and filing incoming hard or electronic copies of clinic documents.

Maintaining document logs for correspondence, Medicine approval submittals, invoices. (Incoming & outgoing).

Maintain a list of clinic equipment and medicines together with a list of site clinic and monitor them.

Ensured adherence of electronic document management system (EDMS) procedures in preparation distribution and control of all documents /records.

Preparation of time sheets of site clinic staffs and ambulances on time and submitted to client.

Respond and reply to all emails arriving from internal and external.

Monitored application of all document control requirements – indication of correct file codes on documents, maintenance of redundant or subject file, accounting for of all sequential documents and retention of original documents.

Conducted periodic audits to ensure that all files are correctly accounted for and updated with all required reports/documents and followed up tracing of missing documents.

Interfaced with multiple site clinics for smooth flow of correspondence and availability of requested documents.

Aug'2018--Jan'2018 | Procurement Assistant | Sinopec Engineering Group Saudi Co. Ltd –YANPET ,Yanbu KSA

Key Result Areas:

Under the overall guidance of the Acting Director of Office of Administration and direct supervision of Associate Procurement Officer, the Procurement Assistant is responsible for the effective delivery of procurement services to ECCC. The Procurement Assistant promotes a collaborative, client focused, quality and result oriented approach in the Procurement Unit. Specific responsibilities and duties include, but are not limited to; Assistance with the preparation of Request for Quotation, Initiations to Bid, Requests for Proposal and co-ordination of their timely dispatch by fax and messenger; Assist the Associate Procurement Officer in maintaining current up to date Procurement documents and Manuals

Routing copying and circulation of quotes, bids and proposal for evaluation;

Researching pricing obtaining quotes locally on low value items;

Interpretation from English to Khmer and assistance at meeting between the Associate Procurement Officer and vendors;

Assist with the coordination with the selected bidder to ensure completion of administrative processes including Bid Security, contract award notice and that contract documents are distributed accordingly.

Assist with managing the administrative process throughout the duration of the preparation of the all documentation until the award of the contract

Preparation of management information and statistical report;

Receive the approved requisitions by Director of the Office of Administration and process the appropriate;

Check and classify the precedence of the requisition and process as priority setting of the material needed.

Oct'2017 – July'2018 | Material Controller | SEPCO iii – SWCC, Yanbu KSA

Key Result Areas:

Responsible for warehousing and Material Handling – Receipts, Issues, Stock Transfer, Equipment's/Capital Assets Lists, Capital Spares, Item wise Bin racking, Checking of Materials, Item wise Segregation, Identify Shortages, Damage to identify during off-loading time, Preservation, Manpower utilization, Client point of view jobs, Works to be carried out on daily basis, Lifting operations.

HSE Safety Tools: - HSE-EHS Safety point while crew personnel's, Equipment's in operations, Housekeeping, Scrap waste disposal, Pre-Task/ Tool Box talk before starting the activity.

JSA (Job Safety Analysis), Tool Box Talk, Lifting Plan, Work permit System, inform all Incidents, Unsafe Acts and Conditions, participates inspections, Checks PPE, Monitor activities of co-workers, and FIRST AID Training Programme.

June'2017 – Oct'2017 | Material Controller | GEMS Subcon SEPCO iii – SWCC, Yanbu KSA

Key Result Areas:

Order material as requested and system generated for corrective/preventive maintenance.

Allocation of materials received in respective location in warehouse and storage area. Maintain Min & Max level of material.

Procure materials for the operation as per the request from departments & Track for delivery.

Check materials received onboard & stack them on the shelves & enter receipt in the inventory system.

Make procurement incidental report for shortage or damage of materials.

Cyclic test count of materials, Annual inventory of materials, proper filing of everyday records.

Mainly responsible for maintaining daily follow-up of Import & Export spares with business units and ensure efficient, cost effective and timely delivery of the materials to the final destinations.

Mobilize and manage internal and external logistics resources to ensure on-time and accurate.

Receive, Issues, Replenish & Maintain warehouse critical spare stocks in an auditable manner.

Conduct in-house audit and assist audit personals for routine cycle counts.

Ensure compliance with disposal of damaged / obsolete inventory.

Ensure warehouse area's is well maintained & followed with routine housekeeping.

Participate in HSE Audits, assist with collection of safety date and take part in safety meetings.

Demonstrate safe work practice & accept responsibility of co-worker's safety.

Lead a team of competent and engaged personal to deliver service and value excellence.

PERSONAL ATTITUDE

Demonstrable ability to work on smaller multiple projects and complete high-quality work against strict and conflicting deadlines.

Good working knowledge of office software (Word, Excel, PowerPoint, etc.) and a good level of computer literacy.

Strong organizational skills, including an ability to prioritize activities and work with limited supervision.

Able to work under pressure with ease and efficiency

To execute the task undertaken with full responsibility and complete it within the stipulated time.

Good inter- personal relations and communication skills

Leading & dealing effectively in a multicultural environment

To always remain in harmony with my co-workers and promote healthy relationship with each other.

ACHIEVEMENTS

Appreciation Certificate for 5 million Safe man-hours from SEPCO III.

Mechanical Engineering Diploma.

FIRST AID Training.

Completed Basic Computer Courses (MS Office, MS Excel, MS Power Point, MS Word)

I, hereby solemnly declare that the information furnished above is true to the best of my knowledge and no part thereof has been intentionally distorted or misrepresented.

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