

Permanent Address:

Lahore, Pakistan
Cell: +92-3219458014

Current Address:

Jubail, Kingdom of Saudi Arabia
Cell: +966-596075077

E-mails:

umarchaudhary1@gmail.com
umarchaudhary1@hotmail.com



Chaudhry Muhammad Umar

Objectives:

Challenging the position that offers an atmosphere conducive to career growth and highly ambitious with around 18 years' experience in Administration, ODMS, Record Management and Banking Operations.

Education

1999-2001 Bachelor's in Commerce (B.COM)
University of the Punjab, Lahore

Experience

- Worked in Sadara Chemical Company-KSA under hiring agreement with PM&C – SEPAM from June 2016 to December, 2020.

Administration / ODMS Coordinator / Document Controller:

- Reporting, close follow-up for any pending action item related to ODMS activities including Event and Action Task, EHS weekly/monthly/yearly tasks of any action required including documents updating for chemicals maintenance envelop.
- Handling of daily, weekly & monthly maintenance reports for Maintenance Leaders and upload the same on SharePoint.
- Appointed EHS committee member by Sr. Maintenance Manager to ensure and maintain better environment and safety measures.
- Attending weekly EHS walkthrough with team leaders and attend Monthly EHS committee meetings in order to follow-up for pending action items distinguish during the meeting and walkthrough.
- As a part of EHS Committee monitoring and scheduling of all necessary activities related to waste material disposal with the coordination of waste management team.
- Visit sites to evaluate and resolve safety issues, seeking service alternatives where appropriate and ensures to resolve the missed pickups issues.
- Assisting EHS Internal Auditors Team during the audit to support and provide the required information and record.
- Assisting Responsible Care audit team to support and provide the required information and records related to EHS tasks performed on weekly/monthly basis.
- Compliance and rectification of the audit observations and awareness for the team to avoid further mistakes.
- Responsible to verify all nested contracted employee's monthly time sheets.
- Preparing monthly manpower report, attendance report and annual vacations record for Maintenance Leadership.
- Maintaining and controlling the expenses of Maintenance shop.
- Maintain, track and procure employee's PPE's and general supplies for the maintenance shop.
- Assisting all chemicals maintenance chief position holders for different types of assignments like; employee vacation plan, Monthly Work Schedule, arrange trainings for the employees as per requirement of the department and line managers, arrange visitors gate pass for site visit etc.

- Maintain calendar of activities, meetings and various events for senior management; coordination with other departments, organize special events etc.
Assisting chemicals Maintenance team for any kind of issue related IT, IAM, HR, ISD etc.

➤ **Worked in MCB Bank Limited, Islamic Banking Group as a Core Banking Implementation Project Support Team from Dec 2015 to June 2016.**

Special Assignment: Testing the Core Banking System (CBS) “Flexcube Oracle (12.0.3)”.

- Testing the scenarios in CBS with respect to Cash, Clearing, Transfer Transactions, Account Opening, Term Deposit, and other branch banking processes.
- Testing the CBS with respect to backend processes like accruals and profit calculations.
- Presenting the suggestions to fulfill the requirements / enhancement in the system.
- Preparing the user guides for bank officials to understand and use the system efficiently and conveniently.
- Preparing the documents for reporting servers.
- Implementation and testing the CBS reports before live.

➤ **Worked in MCB Bank Limited, Islamic Banking Group as a Branch Operation Manager from September 2010 to June 2016.**

- Monitoring of Counter Services/ Operational work with a view to achieve timely and accurate processing in a professional environment.
- Supervision of all Operational and Cash Transactions of customers timely and accurately.
- Supervise all formalities of Customers Account Opening and Guidance where necessary.
- Monitoring of operational daily work, procedures as an Audit point of view.
- Marketing to sell the products for achieving the targets.
- Supervise to making the daily / weekly / monthly reports for higher offices in a manner to have accurate record keeping as well.
- Act as the Custodian of Strong Room and Lockers Room keys.
- Supervising/Marking stop payment of cheques & maintaining its proper record.
- Monitoring of daily/Monthly KYC Reports
- Half yearly review of all Account opening forms.
- Provide guidance and help in the resolution of queries/issues pertaining to different areas of the branch and update Branch Manager on a regular basis on all the branch matters.
- Ensure clean, hygienic and standardized branch outlook is maintained by following Service Quality Rules, Housekeeping checklist are religiously practiced and followed.
- Ensure the Security System like Alarms, CCTV Cameras and Fire Extinguishers are in working condition.

➤ **Worked in Meezan Bank Limited, as an Officer Operations from April 2009 to September 2010.**

- Responsible for Counter Service, Operational work like Clearing, Transfer Transactions of the customers to achieve timely and accurate processing in a professional environment and to fulfill the Service Quality requirements.

- **Worked in Allied Bank Limited, as an Officer Operations from March 2006 to March 2009.**
 - Responsible for Counter Service, Operational work, Customer Account Opening and all other day to day activities with a view to achieve timely and accurate processing in a professional environment.
- **Worked in Master Paints Industries (Pvt) Ltd as a Sales Tax Executive from June 2002 to March 2006.**
 - Responsible for all daily, monthly sale invoices, deals with parties for ordering raw materials.
 - Filling of monthly Sales Tax Return of the company.
 - Responsible to prepare the record accurately for Audit point of view.
- **Worked as Internee from July 2001 to October 2001 in Allied Bank Limited Lahore.**

Achievements & Awards

- Got Appreciation in October 2019 on 3rd Quarter recognition for valuable contribution to Chemicals Maintenance team in Sadara Chemical Company.
- Got recognition in September 2019 for the support and dedication in achievement of the Responsible Care (RC 14001: 2015) Certificate and Environmental Management (ISO 14001: 2015) Certificate in Sadara Chemical Company.
- Got Appreciation in July 2019 on 2nd Quarter recognition for valuable contribution to Chemicals Maintenance team in Sadara Chemical Company.
- Got Appreciation in Feb 2019 in recognition of outstanding performance and responsibilities for the safe and successful completion of EO&D Turnaround activities in Sadara Chemical Company.
- Got Appreciation Award in May 2017 on recognition of valuable contribution to Chemicals Maintenance team in Sadara Chemical Company.
- Got Appreciation Award in July 2015 on Branch of the Month for Generating Maximum Deposit/Business of the Branch in IB-Group.
- Three Consecutive Internal Audits Satisfactory Rating as a Branch Operation Manager.
- Got Spot Award (Performance Award) for the month of October 2014 & June 2012 in MCB Islamic Banking, Lahore.
- Got Maximum Rating in all Annual Performance Appraisal's in MCB Bank Limited, Islamic Banking Group from 2010 to 2016.

Trainings

- One day training "Intellectual Property" on 09-Oct 2016 at Sadara Site, Jubail KSA.
- One-day training "Working at Heights" on 18-Oct 2016 at Sadara Site, Jubail KSA.
- One-day training "Electrical Safety" on 16-Oct 2016 at Sadara Site, Jubail KSA.
- One-day training "Safe Work Permit & Life Critical Safety Tag" on 25-Sep 2016 at Sadara Site, Jubail KSA.
- One-day training "High Pressure Cleaning" on 20-Sep 2016 at Sadara Site, Jubail KSA.
- One-day training "Hot Works" on 18-Sep 2016 at Sadara Site, Jubail KSA.
- One-day training "Lock out / Tag Out (LOTO)" on 06-Sep 2016 at Sadara Site, Jubail KSA.
- One-day training "Defensive Driving & Safe Practices" on 06-Sep 2016 at Sadara Site, Jubail KSA.
- Five days Health & Safety Training "Life Critical Standards" in August 2016 at Sadara Site, Jubail KSA.
- Five days Safety Training "Site Induction Program" in July 2016 at Sadara Site, Jubail KSA.
- One-day training on MCB Islamic Products in September 2014.
- One-day training on Remittances & Bills in March 2011.

- One-day training on IT Security Awareness Program in February 2011.
- Two Day Workshop on Islamic Finance & IBG Products in February 2011.
- One-day training on KYC/AML/DDC Regulatory Requirement for Branch Banking in October,2010.

Skills

- General Administration
- Record Administration
- Audits
- SAP
- SharePoint
- MS Office
- Banking Operations
- Banking Program (T-24, Symbols, Flexcube)

Certification:

- MS Office (Excel, Power Point, Win word)

Personal Details

Father's Name: Chaudhry Liaqat Ali
Date of Birth: 12 August 1980
Nationality: Pakistani.
Languages: Urdu, English and Punjabi.
Marital Status: Married.
CNIC No. (PAK): 35201-1274635-5
Iqama No. (KSA): 2416790539 (Transferable)
Passport No. AC2226353
Driving License: Pakistan & Saudi Arabia

References

- References can be provided on demand.