



SARRAJ ALI TM

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Objective:

To achieve and secure a position in the organization which provides opportunities for challenge, growth, self-development, and contributions; those are measurable and acknowledged by the organization in determining and reaching the goal through smart, hard-work, honesty and self-confidence. Adapt to working in high pressure environments with strict deadlines and multiple deliverables. I would like to utilize my lively and energetic attitude in performing administrative tasks and responsibilities.

Executive highlights:

- ✓ Confidence, diligence, and ability to take on challenging roles
- ✓ Highly analytical thinking with demonstrated talent for **identifying, scrutinizing, improving, and streamlining complex work processes.**
- ✓ Recognized talent for developing and implementing Office/Site Admin strategies to propel an organization to a top position. Over **12 + years** of experience in Administration & Site Facility, Documentation, Business Administration, Office & House Keeping Maintenance and Manpower Equipment Resource Management in **multiple industries like Oil & Gas, Crude Refineries, Petro Chemical, & Hydro Carbon Plants.**
- ✓ Make a standard attendance policy in the office as well as off-site working.
- ✓ Expertise in exploring & developing new markets, organizing promotional programs, accelerating growth, and achieving desired goals.
- ✓ Possesses interpersonal communication and organizational goals.
- ✓ Area of excellence includes **On-boardings, Office & Site Admin Management, Documentation, Attendance Management, Resource Management, Transport Management & HSE Support.**
- ✓ Excellent problem-solving skills and good interpersonal skills, Self-motivated
- ✓ HR Procedures, Employee Counseling, Confidential Record Keeping
- ✓ Teamwork and leadership skills, Recruitment, Team Building.

CAREER CONTOUR:

ADMINISTRATOR - (On-boardings, Site Facilities, Manpower, Logistics & HSE Support)

- **Air Swift – Sulzer Rotating Equipment Services W.L.L- Doha, Qatar (Dec 2021 – March 2022)**
Qatar Shell GTL MTA-3, 2022 Turnaround Project

ADMINISTRATOR - (Supply Manpower & Equipment)

- **Energy Technical Services W.L.L - Doha, Qatar (Jan 2021 – May 2021)**
Qatar Petroleum - Condensate Refinery Turnaround Project

ADMINISTRATOR - (Site Maintenance – Polyethylene Department)

- **Bilfinger Deutsche Emirates LLC – Abu Dhabi, UAE (Jan 2020 – Oct 2020)**
Abu Dhabi Polymers Co.Ltd. – Borouge Poly Olefins Maintenance Services

DOCUMENT CONTROLLER

- **Al Melhey Human Resource Services - Abu Dhabi, UAE (Jan 2019 – Dec 2019)**
Abu Dhabi Polymers Co.Ltd. - Borouge Plant-3 Turnaround Project

DOCUMENT CONTROLLER

- **Al Rae Recruitment Services - Abu Dhabi, UAE (Aug 2018 – Dec-2018)**
Abu Dhabi Polymers Co.Ltd. - Borouge Plant-3 Turnaround Project

DOCUMENT CONTROLLER

- **Descon Engineering - Abu Dhabi, UAE (Oct 2017 – July 2018)**
Abu Dhabi Polymers Co.Ltd. - Borouge Plant-2 Turnaround Project

Key Responsibilities:

- Provide full admin support to the Turnaround Core Dept. and Execution Team.
- Onboarding resources from multiple contractors like Air Swift resources and Oryx Engineering, Etc.,
- Maintaining and updating the track record, and report to the project manager on a daily basis.
- Raise a new request and follow up with Qatar Shell GTL for the entire onboarding manpower camp allocation and follow up with (Ras Laffan Global Village) SHAQAB for room allocation.
- Interface and Communicator between Client and Sub-Contractors Oryx, ETS, Descon-Qatar, Emdad, MHPS, Doosan, Descon, Cape, Anabeeb, Site Technology, Turbine Solution & Services, Contract Resource, Adyard, Emdad, Euromech etc.,
- Arrange/prepare personnel, Material, Vehicle entry/exit forms sent to Refinery & Security Gate.
- Assist the Dept. Manager/Engineer to maintain a proper attendance for Execution Team

and Supply Manpower & Equipment.

- Preparation of LOA Memos and arrange required documents from contractors and process for CICPA/Security Pass approval through Public Relation & time to time Follow-up, once received approval from CICPA/Security Pass then send to contractors for their Mobilization. (Update LOA Records in soft & hard form)
- Arrange/Organize Safety Boxer Training, Safety Induction / H2S / Confined Space Entry / work at heights, O2 gas, banksman Training for Contractors employees and Vendors.
- Preparation of HSE Authorization card request form and Authorized work permit receivers / Originator list and arrange required documents from sub-contractors and process for Approval, And forward IT & Security gate for Login access & Card printing.
- Prepare all documents based on the quality procedures for internal and external audit. Transmittal of drawings, quality procedures.
- Responsible for all technical documentation for assigned project / department / unit, internal or from suppliers, Partners or clients, expedite outstanding documentation and comments.
- Support the officers in daily admin roles and to keep stock of stationary supplies for the department.
- Follow-up Pending Service Order from Vendor's and expedite from both side (Client + Contractor) and update the Service Order Record.
- Maintaining the records of Inspection, Box up Certificate, Major Overhauling Report.
- Verify that only the last revision drawings, submittals, etc. are distributed to all locations and involved parties concerned including Sub-contractors.
Surveillance report, inspection release notice and quality records book with numbering system according to project filing procedure. Handling of all engineering documents. Controlling all records and sub-contractor's documents.
- Related documentation to the concerned contractors, departments, vendors and client.
- Submitting technical documents for review and approval.
- Aware of all types of quality documents like ITP, Joint Integrity Report, Checklist, RFI, method statements, Nonconformance report, preventive Action report, Corrective Action Report, Technical Queries, Material Request, Hydro test packages and other miscellaneous project Contract Documents.
- Preparing and update of various logs and registers.
- Preparing of all the documentation related to project and make dossiers index for submission to client for review after getting Approval preparing final dossier handover to client for submission.
- Preparation and arrangement of appreciation certificate/rewards/gifts for Technicians Contractors for their HSE Performance.

Training Courses & Achievements in Refinery 2017-2021:

- HSE Induction Plant –Borouge/QP 2018
- Golden Safety Rules Industrial –Borouge 2018
- Borouge Plastic Ice Breaker – Borouge 2019
- Risk Assessment & OH Awareness and Ergonomics – Borouge 2019
- HSE Observation Tour & Land Transportation – Borouge 2019
- Process Safety Awareness – Borouge 2020
- H2S/BA & Confined Space Entry – (QP Approved) 2021
- Qcon We Care Observation, Qcon TA Expectations 2021
- Qcon QSGTL Asset and Area Induction + LSR 2021
- Qcon Line of Fire Awareness & Qcon Dropped Objects Prevention 2021
- Qcon General Quality DFL 2021

ADMINISTRATION EXECUTIVE

- **Thaka Business Solution, Chennai - India (2015 – 2017)**

ADMINISTRATION EXECUTIVE

- **Elad Corp Ventures, Chennai - India (2010 - 2015)**

Key Responsibilities:

To engage with **business** and vendor teams, identify needs, design strategies, select and negotiate solutions and manage delivery. Lead communications and status reporting.

- ✓ Manage MD's diary for meetings & other commitments to ensure a controlled program of events, ensure that all relevant papers available for meetings in good time & Manage MD's Office smooth running.
- ✓ Provide a high level of administrative support to ensure efficient completion of business by the MD's office. Deal with correspondence and reports, work from drafts and minute meetings as required.
- ✓ Make all travel arrangements as required and act as key liaison for travel / Hotel arrangements for MD & the Department Direct Reports.
- ✓ Monitor and manage the administrative budgets for Projects & Annual Maintenance Contracts (AMC's) to ensure variances are highlighted on which action can be based.
- ✓ Arrange and cater for Departmental Meetings, Training programs & events.

EDUCATIONAL QUALIFICATION:

Degree : **Diploma**
Specialization : **Business Administration**
College : Mother Teresa Institute,
Chennai.
Batch : 2008 – 2010
Certification Online : **Diploma** in Operation
Management
Alison.com-2017
Computer : **MS-Office, Outlook, EDMS**
Adobe Acrobat, Share drive, One-drive and SAP.

HOBBIES:

- Browsing
- Long Bike Rides
- Writing Stories and Poems
- Watching Movies.

PERSONAL DETAILS:

Father's Name : Mohammed Yusuff TO
Date of Birth : 09 November 1984
Nationality : Indian
Religion : Islam
Marital Status : Married
Languages Known : English, Tamil & Hindi
Passport No : R2021758
Passport Expiry : 25-07-2027
Driving License : Four-Wheeler - India
Visa Status : N/A
Visa Notice Period : N/A