

RESUME



Personal Information

Mohammed Asheeb Ahmed

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Date of Birth: 29th October 1985;

Nationality: Indian;

Married with 3 kids

Languages: English, Hindi and Urdu (Fluent); Arabic (Basic)

Self Introduction

A competent, result oriented and dedicated professional with over 11 years of experience in various positions, possessing extensive knowledge of electronic data management system. Managing the administration and expedition of contracts and service agreements, proven ability to establish and maintain an effective filing & archiving system.

Aspiring to work in a challenging and competent environment consecutively enhancing my abilities. Seeking a role of increased responsibility and authority.

Core Competencies

- Making amendments to contractual documents, regularly monitoring the performance of contracted services to ensure their effectiveness.
- Communicating contract details and updates in an efficient timely manner.
- Proficient in computer software programs such as, Microsoft Office, spreadsheet programs, and database systems.
- Precise attention to detail and organizational ability.
- Data organization and storage knowledge.
- Proficient typing skills

Soft skills

- Communication
- Teamwork
- Adaptability
- Interpersonal Skills
- Negotiation skills
- Creativity
- Work Ethics
- Time Management
- Leadership

DETAILED PROFESSIONAL EXPERIENCE

Company : TIHAMA POWER GENERATION COMPANY LIMITED
Position : DOCUMENT CONTROLLER OFFICER
Duration : August 2012 to Till Date.
Location : Al- Khobar, Kingdom of Saudi Arabia.

Working as a Document Controller Officer/Administration Officer with the following Duties and Responsibilities:

- Implemented strategic initiatives to achieve goals, designed an efficient electronic correspondence system with references, trace correspondence per topic, identification of all in-letters that have been responded to.
- Effectively managed data exchange and correspondence with external parties during construction phase of Stage II.
- Implemented submission of all documents within time and quality parameters.
- Participating in various project meetings, follow-up to close the action items in accordance with minutes of meetings.
- Keeping an overview of pre-shipment advices, providing the required supporting documents to the EPC Contractor to clear shipments.
- Addressing to various issues related to Custom Duties, Direct Access, Site Access, and Material Gate Passes pertaining to the project.
- Preparing weekly construction update and sending it to regional head office in Dubai.
- Amended & Restated Energy Conversation Agreement in coordination with Contracts manager by incorporating Technical Appendices of Stage-II to the existing Energy Conversation Agreement of Stage-I.
- Assessing various HSE reports, monthly progress reports received from site team, owner's engineer, and EPC Contractor.
- Actively involved in Arbitration with Saudi Aramco, liaising with the lawyers and submitting the required documents to concerned parties.
- Updating the database for emergency country evacuation plan (for expatriate employees), Business Continuity.
- Renewing the contracts, services agreements, and office rental agreements pertaining to the Administration department.
- Efficiently managing the Saudi Aramco ID's, Vehicle sticker, Temporary gate pass requests.
- The Saudi Aramco Portal (SAP) access is under my supervision.
- Managing the formalities associated with the medical health insurance, Group Life, workmen compensation and General Policies such as the renewals and claims.

- Managing the business travel reservations that include accommodations, flights, and taxi services.
- Administering the maintenance of company vehicles, kitchen supplies, office supplies, and other general requirements.
- Creating release instructions and purchase requisition in Maximo as required.

Company : **RGC (RADICON GULF CONSULT)**
Discipline : **DOCUMENT CONTROLLER**
Duration : November 2011 to July 2012.
Location : Al- Khobar, Kingdom of Saudi Arabia.

Worked as a Document Controller for Industrial Department with the following Duties and Responsibilities:

- Documentation review, routing, copying and filing.
- Responsible for all outgoing and incoming correspondence of Unit Manager and distribution, log in Microsoft Excel and filing in proper place.
- Handling all kind of Communication by preparing memos within department. Receiving and logging of various documents from vendors & Client.
- Preparation of Project organization chart for the entire department along with maintaining all the Department Assets.
- Preparing Bid Proposals (Commercial & Technical) and responsible for client follow up.
- Correspondence with Administration department for Invoicing, documents, passports & Visa exit/reentry for the Department staff.
- Coordinating & assisting the team according to the projects requirements.
- Manage the interface activities between the Department and Radicon administrative support with providing the technical support to the engineers for package submissions.

Company : **E.T.E (EASTERN TRADING & CONTRACTING EST.)**
Discipline : **DOCUMENT CONTROLLER**
Duration : August 2010 to October 2011
Office Location : Al – Khobar, Saudi Arabia
Site : PP 11 IPP. Dhuruma, Kingdom of Saudi Arabia

Worked as a Document Controller for the project with the following Duties and Responsibilities:

- Preparation of Monthly Timesheets.
- Holding the responsibility of preparing monthly invoices and submitting them to the Client.
- Handling appointments and arranging meetings for the project manager.
- Arranging the Celebration or achievement party to the team.

- Overall control of all the incoming and outgoing documents along Preparation of departmental organization chart and job description
- Preparation for inter office Memos & Circulars, Daily Reports, Incident / Accident Reports, Quality Incidents Report.
- Registering the incoming and outgoing documents for controlling their tractability and filing.
- Controls document storing to, and retrieval from, the retention center according to departmental guidelines.
- Preparation of Weekly, Monthly reports which includes all the information about the Daily activities.
- Receiving documents from affiliate/contractors, subcontractors and controlling the flow of received documents to Head Office Based in (Al – Khobar).

Educational Qualifications

Academic Qualification	:	Bachelor’s Degree
Additional Qualification	:	Passed English Language Proficiency course Conducted by Speak Easy.
Technical Qualification	:	Diploma in Computer Hardware and Software.

Interactive Certification (Safety Media)

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| • Computer Security at workplace | • DSEAR |
| • COSHH | • Electrical Safety |
| • Cyber Security Practitioner Certificate | • Slips, Trips and Falls |
| • Driving Safety | • Health and Wellbeing |
| • First Aid in the Workplace | • Manual Handling |
| • Noise Awareness | • Safe Movement of Vehicles |
| • Environmental Awareness (International) | • Stress Video |

Computer skills

- Sound knowledge in the use of web-based tools, MS Outlook, WORD, Excel and PowerPoint.
- Maximo
- SharePoint
- Mena ITech
- Hardware and software
- Mix Telematics (Fleet Tracking Systems)
- Service Desk
- Saudi Aramco Portal (SAP)

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

Thanks & Regards,
(Mohammed Asheeb Ahmed)