

CURRICULUM VITAE

M Furqan

Adilabad, Telangana, India - 504001

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CAREER OBJECTIVE:

Self-directed, enthusiastic employee with a passionate commitment to team and the learning experience. Can able to work under pressure, skilled in the design of challenging, and innovative activities that address the diverse interests and needs of a concerned people. Possess communication skills, present information in a variety of ways. Friendly and professional when dealing with the public, maintain composure during fast-paced sometimes hectic situations, and in addition to find suitable position and social mobility.

ASPIRATION:

To have become a good **Executive Secretary** and world for a Technical Organization, where I can exhibit my skill. Excellent Communication skills Energetic and ability to work with the team.

WORK SUMMARY:

Over 7 + years of experience in the field of **Quality Administration (like, Secretarial & Documentation)**, including Design, Planning, Implementation & Troubleshooting of issues.

SUMMARY OF SKILLS:

- ✓ Demonstrated ability to manage a team for achieving business objectives, enhancing company policies and establishing high market shares.
- ✓ Adopt in creating and strengthening distribution network and managing active relationship management with major channel partners.
- ✓ Team leader, analytical, possesses sound understanding of market dynamics and strong communication skills.

Abroad Experience:

PROJECT PORTFOLIO:

❖ **Saudi Aramco (Main Contractor)**

Sub-Contractor Abdullah H. R. Al Ghanim Est. for Contracting

Project Name: Installation of Additional Backup Burn Pit @ **Abqaiq Plants, KSA**

As an Executive Secretary

Duration: March 2019 to December 2019.



❖ **SASREF (Main Contractor)**

Sub-Contractor Abdullah H. R. Al Ghanim Est. for Contracting

Project Name: Civil Works @ **Sasref Plant Jubail, KSA**

As an Executive Secretary

Duration: February 2019 to April 2019.



❖ **Saudi Aramco (Main Contractor)**

Sub-Contractor Abdullah H. R. Al Ghanim Est. for Contracting

Project Name: Fadhili Industrial Support Facilities (External Concrete Works) @ **Fadhili, KSA**

As an Executive Secretary

Duration: February 2018 to February 2019.



❖ **Saudi Aramco (Main Contractor)**

Sub-Contractor Abdullah H. R. Al Ghanim Est. for Contracting

Project Name: Fadhili Industrial Support Facilities (Civil & Concrete Works) @ **Fadhili, KSA**

As an Executive Secretary

Duration: March 2017 to February 2018.



❖ **SABIC - Saudi Kayan (Main Contractor)**

Sub-Contractor Abdullah H. R. Al Ghanim Est. for Contracting

Project Name: Civil Works for Hezane Structure Extension for Sludge Vessel @ **Jubail, KSA**

As an Executive Secretary

Duration: March 2017 to July 2017.



❖ **Saudi Aramco (Main Contractor)**

Sub-Contractor Abdullah H. R. Al Ghanim Est. for Contracting

Project Name: Installation of 24" Acid Gas Pipeline Rastanura Refinery @ **Rastanura, KSA**

As an Executive Secretary

Duration: March 2016 to December 2016.



❖ **SABIC - Saudi Kayan (Main Contractor)**

Sub-Contractor Abdullah H. R. Al Ghanim Est. for Contracting

Project Name: New Mercury Guard Bed in Olefins Plant (AF-1319001) @ **Jubail, KSA**

As an Executive Secretary

Duration: October 2016 to January 2017.

كيان السعودية
saudi kayan

❖ **SABIC - Sharq (Main Contractor)**

Sub-Contractor Abdullah H. R. Al Ghanim Est. for Contracting

Project Name: Replacement of Cables @ **Sharq, Jubail, KSA**

As an Executive Secretary

Duration: July 2016 to August 2016.

تشرق
sharq

❖ **KFIP – Commercial Port (Main Contractor)**

Sub-Contractor Abdullah H. R. Al Ghanim Est. for Contracting

Project Name: Civil Works @ **KFIP, Jubail, KSA**

As a Project Secretary

Duration: March 2016 to September 2016.

❖ **SABIC - Farabi (Main Contractor)**

Sub-Contractor Abdullah H. R. Al Ghanim Est. for Contracting

Project Name: Construction & Erection of N. Paraffin Enhancement Project @ **Jubail**

As an Executive Secretary

Duration: March 2016 to May 2016.

FARABI
PETROCHEMICALS
الفارابي
للبتروكيماويات

❖ **SABIC – United - Sipchem (Main Contractor)**

Sub-Contractor Abdullah H. R. Al Ghanim Est. for Contracting

Project Name: Ethane Pipeline & Metering Skid Civil and Structural Works

@ **United, Jubail, KSA**

As an Executive Secretary

Duration: December 2015 to January 2016.

المتحدة
united

Home Country Experience:

❖ **Indus Towers (Main Contractor)**

Sub-Contractor Bhagyanagar Electrical & Contractors

As an Executive Secretary

Duration: February 2012 to October 2015


indus
TOWERS

Experience Area & Job Responsibility:

- Ensuring meetings are effectively organised and minuted.
- Maintaining effective records and administration.

- Upholding the legal requirements of governing documents, company law etc (where relevant).
- Communication and correspondence.
- Answer phones, file, copy, order supplies, sort mail, relay messages, compose correspondence, and do other basic tasks common to business operations.
- Organize MOM (Minutes of Meeting), keeping all record related to particular project.
- Maintaining Blueprints, Contracts, Vendor list stored and ensures that documents can be retrieved on demand.
- Project wise up-to-date information with project cost and project progress.
- Knowledge to communicate more efficiently with staff members, vendors, and clients.
- Keeping track of when certain bids or contracts are due and making sure supporting material gets to the right people.
- Exhibiting professionalism to represent the company positively.
- Interacting comfortably with people holding higher and lower job titles.
- Managing time efficiently in order to complete multiple tasks.
- Demonstrating numerical competency.
- Prioritizing responsibilities to ensure the most important and time-sensitive tasks get completed first.
- Displaying pride in one's work.
- Broadcast the information from office to job site.
- Keep up-to-date governing registration document and vendor registrations.
- Verifying data for Safety & Quality Management for the material used at site.
- Checking the approved vendor (For ARAMCO, SABIC, MARAFIQ, SCECO, etc.) to get exact material at job site.
- Notify important date to manager.
- Computer used for data input, report writing, spreadsheets, email correspondence, and other office tasks.
- Maintaining Project diary book in which project foremen or other leaders keep records of daily activities, maintained with help from construction secretary.
- Contract Information (such as change orders) – alterations to a project's original instructions, noted and kept track of by construction secretary.
- Record Blueprints – design plans or technical drawings showing what will be created.

- Information about Budget – the amount of money allowed for each specific part of the overall project, such as for labor or materials.
- Central calendar – a calendar kept by construction secretary and accessible to all staff that notes important dates, the whereabouts of individual workers, and other common information.

ASSETS:

- Effective Communication skill and leadership qualities.
- Highly motivated to work as a team.
- Enthusiasm to learn & Positive attitude.
- Work towards goal and achievement.

EXPOSURE OF COMPUTER SKILLS:

Operating systems : Windows XP, 2003, & 2008
 MS Office : Microsoft Word, Microsoft Excel, Microsoft PowerPoint

ACADEMIC QUALIFICATION:

- *Master's Degree in Mathematics*
- *Bachelor's Degree in Education*
- *Bachelor's Degree in Computer Science*
- *Microsoft Certified Enterprise Administrator on Windows Server ® 2008 (MCITP)*

PERSONAL DOSSIER:

NAME : MUTASADIQULLA KHAN FURQAN
 FATHER'S NAME : ANWARULLAH KHAN
 DATE OF BIRTH : 17TH AUGUST 1991
 MARITAL STATUS : Married
 NATIONALITY : Indian
 RELIGION : Islam
 LANGUAGES KNOWN : English, Arabic, Hindi, Telugu & Urdu (R/W/S)
 PASSPORT DETAILS : V1347418 (Expiry Date: 30-06-2031)
 DRIVING LICENSE : Saudi Arabian & Indian

DECLARATION:

I hereby declare that the above information is true and fare in best of knowledge.

(Mutasadiqulla Khan Furqan)