

Dated: 29-05-2022

From: Jamal Mohamed
Jeddah, Saudi Arabia KSA.

Sub: JOB REQUEST (Secretary);

Respected sir; Hope you are fine well;

Reference to the above subject, I Jamal Mohamed present in Saudi Arabia, in Jeddah, myself attached resume for as below specified job categories;

1. Secretary with documents controls.
2. Executive secretary.
3. Store in charge with data entry.
4. Co-ordinate / follow up with concern.

Thank you for your offering & looking from your positive response my just request.

Kind regards,

Jamal Mohamed
Indian Nationality
Contact No. 0576331827
Jeddah

Date: 29-05-2022



Jamal Mohamed

Email: jamalmohd460@gmail.com, jamalmohdtech555@gmail.com

Address: Jinna street No. 34, Ariyamangalam Post, Thiruchirapalli; 6200019, Tamil Nadu India, Contact information: +966 57 633 1827

FATHER NAME: MOHAMED IBRAHIM S.M.

PASSPORT NO.: J 2107419

NATIONALITY: INDIAN, TAMIL NADU

MARITAL STATUS; MARRIED, (DOB. 21-09-1983)

QUALIFICATION:

1. MSDA COMPUTER DIPLOMA COURSE COMPLETE WITH PRIVATE INSTITUTE.
 2. HIGHER SECONDARY
 3. COMPLETED ADDITIONAL SUPPORTING COMPUTER LANGUAGE.
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KNOWN LANGUAGE

ENGLISH: EXCELLENT (Typing, speaking & writing)

ARABIC: WORKING KNOWLEDGE

TAMIL: MOTHER TANGUE

HINDI: EXCELLENT

OBJECTIVE

Executive Procurement & Technical dept. Assistant with over above 15-years of experience providing thorough and skillful support to senior executives.

JOB RESPONSIBILITIES:

1. Documentation: Proper filing, maintains correct location with record in the system.
2. Easy to handle with computer works and good knowledge for MS Office word, Excel, power point, access program & handle outlook email correspondence.
3. Follow up On-process project and proper co-ordination with site/concern engineers, for production and delivery of the materials.

4. Attending phone calls/get the message and pass to concern engineers/person.
 5. Follow-up email and preparing reply from client/concern person (email correspondence) to received and sending reply and fax thru system/machine.
 6. If any necessary arranging meeting.
 7. After delivery payment follow-up to client, as per agreed terms of confirmations.
 8. And moreover; whatever secretarial activities and out of works will furnished as per message from higher management & seniors.
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EXPERIENCE (MORE THAN 13-Years)

1. ASSIST. PROCUREMENT SUPPORT;

M/s. HACE - Golden star Riyadh, 2nd Industrial Area: (March-2004 - August-2007;)

Scope of works:

Proper communicate and Email correspondents with Site Engineers & Production Engineers, due to required materials;

1. Prepared purchase order copy & send to supplier.
 2. Arrange it book the required materials & confirmation for delivery from supplier and follow-up to collect that same.
 3. Received from supplier invoice and arrange the follow-up from finance department for payment.
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2. TECHNICAL DEPARTMENT SECRETARY;

M/s. Heating & Air conditioning Ent. (HACE); Riyadh: (August-2007 - October-2012;)

Scope of works;

1. Prepare & Finalize the Quotation & Submittal (HVAC), forward to client concern person/company, email corresponds, proper co-ordination with our client
2. supposed if need necessary client meeting arrangement, and I provide myself good honest perform until receive the project work at site.
3. After received the order, follow-up with production department for status of the delivery of the materials.

3. EXECUTIVE SECRETARY

M/s. Heating & Air conditioning Ent. (HVAC); Jeddah November-(2012-February-2016;)

Working as sales show room at same company, Jeddah branch. and my work performance by:

- ✓ Providing quotation to our client & follow up with the approval from consultant, if supposed to need more clarification about the project arrange meeting between client & concern sales engineers.
- ✓ Received purchase order copy (PO) from client and issued order confirmation to production department to follow-up until deliver the materials, and communicate with client the payment settlement.
- ✓ every day whatever sending materials from our factory, then only i get information about the shipment and waybill number, then proper communicate with transportation peoples to collect the status of materials delivery and collect that same.

4. FINANCE & PRODUCTION DEPARTMENT ASSISTANT;

M/s. TECHNICAL BUILT FACTORY (TBF) Riyadh KSA -(2016-November up to present;)

(Pre-insulated & GI duct Factory)

Scope of work & Performance;

Working as Finance & Production department support secretary.

- ✓ Documentation: Proper filing, maintains correct location with record in the system.
 - ✓ Easy to handle with computer works and good knowledge for MS Office word, Excel, power point, access program & handle outlook email correspondence.
 - ✓ Follow up On-process project and proper co-ordination with site/concern engineers, for production and delivery of the materials.
 - ✓ Attending phone calls/get the message and pass to concern engineers/person.
 - ✓ Providing quotation to our client & follow up with the approval from consultant, if supposed to need more clarification about the project arrange meeting between client & concern sales engineers.
 - ✓ After finish the materials inform to client to transfer the payment.
 - ✓ prepare delivery note and commercial invoice & Tax invoice along with delivery.
 - ✓ Maintain statement of account for all customers & suppliers.
 - ✓ Prepare expenditure statement for petty cash, and project cash.
 - ✓ Follow factory employee's everyday attendance sheet and prepare salary statement for each employee.
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5.FINANCE & PRODUCTION DEPARTMENT ASSISTANT;

M/s. INEX INT' EXPERTISE WOOD LTD Jeddah KSA -(2021- up to present;)

Scope of work & Performance;

Working as Pricing department and support with all engineers & managers.

- ✓ Documentation: Proper filing, maintains correct location with record in the system.
 - ✓ Easy to handle with computer works and good knowledge for MS Office word, Excel, power point, access program & handle outlook email correspondence.
 - ✓ Follow up On-process project and proper co-ordination with site/concern engineers, for production and delivery of the materials.
 - ✓ Attending phone calls/get the message and pass to concern engineers/person.
 - ✓ Providing quotation to our client & follow up with the approval from consultant, if supposed to need more clarification about the project arrange meeting between client & concern sales engineers.
 - ✓ After finish the materials inform to client to transfer the payment.
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SKILLS;

B2B Business strategies, Time management honestly Conflict Resolution Finally seeking a challenging career opportunity/importantly that enables me to make full use of my experience skills and develop as well.

Date : 25-02-2016

Employment Certificate

To whom it may concern,

This is to certify that Mr. Jamal Mohammed Ibrahim , holding passport (J 2107419) , India Nationality worked for the company as a " Secretary – Jeddah Sales Office " during the period from 14-03-2004 to 25-02-2016 .

This certificate is issued upon his request without any responsibility on the company.

Best Regards,

Omar Al-Dughaither
General Manager



شهادة خدمة

إلى من يهمه الأمر

بهذا تشهد شركة مشاريع التدفئة والتبريد بأن السيد / جمال محمد إبراهيم هندي - الجنسية ، ويحمل جواز سفر رقم (J ٢١٠٧٤١٩) . قد عمل لدينا على وظيفة " سكرتير في مكتب جده " وذلك خلال الفترة من ٢٠٠٤/٠٣/١٤ م حتى ٢٠١٦/٠٢/٢٥ م

وقد تم إصدار هذه الشهادة بناء على طلبه دون أدنى مسئولية على الشركة .

وتقبلوا تحياتنا ،

عمر الداغيثر
المدير العام

