



MADANLALJEE

PROFILE

To pursue my career in a challenging and dynamic environment where my skills and capabilities could be most utilized and thereby to become a part of success of the organization.

EXPERIENCE

GULF CONSOLIDATED CONTRACTOR CO. (September 25-2017 to Still)

- ✓ Working as an Project Secretary , Project Coordinator & PettyCash Assistant officer

Kingdom of Saudi Arabia based ISO Certified Company providing Engineered Services, which includes Pre-commissioning services, Business Development consultancy, Hydro Milling & Specialty Product Trading.

Key Responsibilities

- Prepare Mobilization & De-Mobilization Form for Equipment from/to site.
- Prepare the Sap Software Put the Entries.
- Handle the Site Pettycash Handling & Disturbing Overtime.
- Coordinate with Purchase Department for site Requirement.
- Initiate Request Form for any Purchases.
- Maintain Vehicle Log Sheets and Inventory
- Keeping and Maintaining Records Personal Protective Equipment.
- Prepare Material Inspection form after receiving Material Delivery.
- Maintaining Proper records for Invoices, Delivery Notes, Purchase Order.
- In charge for Company accommodation.
- Calculation & Preparing Workers Monthly Timesheets/Overtime.
- Coordinate with Head Office for workers Iqama, Passport, Leave & Salary Issues.

GULF STRATEGIC PARTNERS CO. (August 25-2020 to Sep 10, 2017)

- ✓ Working as an Office Executive & Admin officer in Documentation.

PAKLAND HOUSING PVT LTDU (May 2009 - June 2015)

- ✓ Working as an Office Executive in Documentation.

Key Responsibilities

- Daily Scanning, Verifying and Updating of Records.
- Maintaining records for Daily Payment Receipts & Verification Reports.
- Verifying Dispatch Letter after Scanning Controlling.

STANDARD CHARTERED BANK LTD

- Application Recovery Mailing, Data Entry
- Record for Credit Cards Sales sending to Head Office.
- Call Operator for Sales.

ACADEMIC QUALIFICATION

UNDERGRADUATE

- from Karachi University

INTERMEDIATE:

- Govt. Federal Urdu College

MATRICULATION:

- Matriculation from Karachi Board

COMPUTER SKILLS

- Computer (Software)
- Networking
- Emailing
- Expert in MS office
- Expert in Adobe Acrobat Professional

PERSONAL SKILL

- Comprehensive
- Multi-tasking
- Problem Solving Abilities
- Quick Learner
- Team Facilitator
- Flexible
- Work under Pressure

PERSONAL INFORMATION

Father Name: Laljee
Date of Birth: 27th November 1983
Nationality: Pakistani
Mobile No: +966 581661776 / 0595729977
Email address: mrcutemadan@gmail.com
Material Status: Married
Passport No.: AD0404432
Languages Known: English, Urdu &Gujrati

REFERENCES

References Shall be furnished upon request.