



## SYED KHAJA ZAHID HUSSAIN



Proposed position:	Project Support Specialist
Areas of expertise:	Office Administration, Human Resource, Project Management, Technical and Document Control, Word Excel, Power point, MS Access, Paint, Procurement and Material Handling procedures

### Synopsis:

- A professional with 15+ years of experience in HR Policies and procedures, HR policies and procedures, recruitment, administrative performance management, career development and training in the field of Construction of Oil & Gas.
- Have knowledge of modern electronic office equipment operations. And up to date in any kind of word processing operations and other software packages.
- Capable of working independently and easily get along with other people in a multi-national environment.
- Proven experience in Procurement procedures and Materials Handling Procedures.
- I am an organized and proactive personal with plenty of initiative. I have the professional attributes necessary to progress, excellent team work and adaptability

### Experience Summary: Total 15yrs experience

<b>Client:</b>	<b>SADARA Aramco and Dow chemical company</b>	2012- 2021 working.
<b>Project:</b>	<b>SADARA Chemical Project</b>	
<b>Role:</b>	<b>Project Support Specialist</b>	
	<b>Duties and Responsibilities:</b> <ul style="list-style-type: none"> <li>• In-charge of all administrative concerns under Sadara Tank Farm Project. Filing, organizing, logging of all administrative related documents in both soft &amp; hard copies in the package database. Creating corresponding documents between our package, contractors, and other companies departments such as transmittals, letters and technical queries including memorandums based on given instructions and securing the required signatures for action. Recruitment and hiring in-charge of SDL Tank Farm SMPs/PMCs. Reserving the conference rooms and updating the schedules for the employees. Creating and</li> </ul>	

	<p>monitoring SMPs/PMCs employees' individual timesheets including leave requests and site ID cards request. In-charge of SDL Tank Farm PMT personnel man-hours monitoring including projects issuance of certificates every time we celebrates our Millions Man-hours without (LTI) or Lost Time Injury for Tank Farms under Internal Order (291234), Cryogenic Tanks with an I/O (291235), Owners Camp/CCE with an I/O (291236) and M&amp;ETOC/GSC with an I/O (291237). In-charge of all SMPs/PMCs (PAFs) Prior Approval Forms request such as assignments PAF, vehicles PAF, overtime PAF and business trips PAFs etc. In-charge of checking contractors invoices for all PMCs companies such as KBR/AMCDE/SEPAM with Contract# 6600018860, SOFCO/PROJECO with Contract# 6600021451/02 (IK), Submitting all the expenses reports for employees leaving on business trips as per company guidelines. In-charge of requesting Sadara email accounts for all Tank Farm new hires including food and accommodation request for all SMP employees. In-charge of Office Supplies for the whole department including keeping and issuing of Office Equipment's such as Laptops, printers, bravo phones and load cards. Assisting our Business Administrator by creating databases facilitates project document creation with daily filing upkeep of Tank Farm Projects Zero Base and Personnel Labor Forecast also provides weekly and monthly report as per Project Management Team (PMT) guidelines. Responsible of creating &amp; updating weekly SDL Tank Farm Organization Chart including PMT Personnel 201 files records.</p> <ul style="list-style-type: none"> <li>• Place purchase orders at the best price and lead time to meet customer driven demand and margin targets.</li> <li>• Awarding purchase orders as per the material requests from end users.</li> <li>• Responsible for clarifying the client's needs to the vendors to ensure the correct materials are procured.</li> <li>• Tracking all purchase orders for deadline equipments to ensure timely purchase and delivery of priority material.</li> <li>• Developed and maintained a professional relationship with vendors.</li> <li>• Review purchase requisitions in order to verify accuracy, terminology and specifications before placing local purchase order to the suppliers.</li> <li>• Vendor facility inspections as and when required</li> <li>• Bid Tab preparation.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Expedite delivery of components and services on a timely manner.</li> <li>• Working knowledge with ERP SYSTEM ODOO ( Request of cash for Business trips &amp; comply with expenses with attachment of invoices for supporting Business trips.)</li> <li>• Maintain and update Expediting, Procurement logs for tracking of materials.</li> </ul>
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<b>Company</b>	<b>Johnson Control Company(Jeddah K.S.A) Manufacturer of AC &amp; chillers.</b>	2010-2012
<b>Role</b>	<b>HR and Admin In charge</b>	
	<p><b>Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• <b>Human Resource Officer main responsibilities:</b> Responsible to provide a full range of secretarial and administrative support activities to the HR Manager, inclusive of highly confidential and sensitive matters to ensure smooth operation of HR Department. Organize daily incoming correspondence, make preliminary assessment and handle/respond as appropriate. Manage the HR Manager's diary and ensure that trace file is checked and action on a daily basis. Maintain all employees files and handle telephone calls as per company's standard and take messages and prioritize where necessary. Prepare, assemble and distribute various reports and documents. Keep calendar constantly updated to facilitate appointment and meeting schedules. Establish and maintain various filing/records/database of confidential files, trace pending items and follow up as appropriate (MS Access system monitoring). Arrange for various meetings (executives/board meetings) and take minutes. Coordinate daily communication and briefing between the HR Manager and Government Relations Officers. Organize business travel arrangements and other duties as assigned.</li> <li>• <b>Travel and Records Section main responsibilities:</b> Responsible for regular vacationer's flight booking including Exits and Emergency cases. Updating vacationer's flight details database. Receiving of passports from GRD with visa that subject for booking. Monitoring and safekeeping of passport/visa for proper disposal. Provides list of vacationers to travel agents for proper bidding. Receive e-tickets from travel agents and attached to individual passports. Sending and monitoring of passports with e-ticket to various projects. Responsible of records section, maintains/updates and keep records of all official documents, letters and other related matters to ensure confidentiality and systematic retrieval of information. Maintain the availability of all 201 files with 15,000 active personnel. Retrieving copy of Passport &amp; Iqama for ID documentation for different project. Retrieving and printing soft</li> </ul>	

	<p>copy of pictures from computer needed for ID documentations. Documentation of correspondence through employees 201Files (e-mails/memo). Uploading and downloading new hires digital pictures to JPG. Receiving, recording, filing, reproduction, distribution, updating and protection in accordance with the safekeeping of all important documents. File in controlled manner all identified documents collected through HR. Monitoring office supplies and stationeries.</p> <ul style="list-style-type: none"> <li> <b>Compensation &amp; Benefits main responsibilities:</b>  Facilitate settlement based on employment agreement. Maintain an updated statistical record of employment contracts, promotions, wages and self-assessment/individual performance evaluation. Prepare (profile change in rate/designation), exit/re-entry memo, departure and arrival, arrangement of accommodation and required Personal PE's. Keep track of passport and Iqama's expiration and renewal. Updates and keeps of all personnel records and files. Conduct exit interviews with employees; communicates findings to management &amp; develop and implement strategies and system to ensure that the right human resources are in the right time and working to maximum effectiveness and motivation. Work as part of the HR team in a proactive manner to contribute to ensure the overall effective running of the HR function. Performs other duties related to human resource administration as required by the immediate superior. </li> </ul>
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<b>Company</b>	<b>Yashica Al-Trabut (Jeddah, K.S.A)</b>	1998-2003
<b>Role</b>	<b>Stock Controller</b>	
	<p><b>Duties and Responsibilities:</b>  Ensure all inventory and stock management systems are maintained accurately, within the agreed parameters and in a timely manner. Responsibility for purchasing and the "in-stock" levels within the agreed inventory parameters. Purchase inventory within the agreed budgets. Immediately alert the Retail Manager and Pharmacy Manager when a budget is exceeded. Maintain a process for returns. Manage a defined area in the storeroom for returns/credits. This area will include out of dates, damaged and un-saleable goods. Maintain harmonious working relationship with Suppliers/Vendors within the buying parameters set by the business. Oversee and assume responsibility for the POS system and the Electronic Ordering Systems. Observe the correct buying protocols. Observe correct stock receiving protocols. Complete all necessary stock takes. Maintain the storeroom and the allocation of</p>	

	<p>space for stock. Ensure the storeroom meets OHS regulations. Job Description - Stock Controller Customers Franchisor Suppliers Retail Staff Wholesaler/Brand Retail Manager Have a working knowledge of www.zumocalculators.com to ensure accurate stock management. Comply with Pharmacy Medicine Policy, Pharmacy Medicine Guidelines and Pharmacist Only Medicines procedures. Consistently deliver customer service in accordance with our customer service standards. Comply with our required personal grooming standards. Maintain store/merchandising standards as described in our merchandising standards manual; this includes stock management, cleaning, shelf/ stock presentation, shelf ticketing. Use the Retail Ready Program© to drive store standards and maintain records of store execution performance. Maintain Plan-o-grams to the required standard. Implement Promotions accurately and in the required time frames. Attend training(s) as directed. At all times comply with Occupational Health and Safety requirements. Unpack orders and stock shelves as required. Maintain good working relationships with your Manager and your peers. Comply with all aspects of the Standard Operating Procedures manual. Other work as directed by the Retail Manager/Business Owner.</p>
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<b>Company</b>	<b>Baboud Shipping and Trading (Jeddah, K.S.A)</b>	1996-1998
<b>Role</b>	<b>Logistic Controller</b>	
	<p><b>Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Preparing Cargo manifest, Bill of Lading and Invoices, Attending to executives (President and CEO, VP-Finance, VP-Marine &amp; Strategic Business Unit &amp; Legal Counsel). Receiving and logging all documents for President's signature. Prepare correspondence, reports, and materials for presentations. Travel arrangements for executives who are going for business trips. Setting up accommodation and facilities arrangements for company visitors. Maintain executive's calendars. Setup and coordinate meetings and conferences. Create, transcribe, and distribute weekly meeting agendas and minutes. Answer telephones and handle in appropriate manner. Meet and greet clients and visitors. Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing. Maintains and keeps records of all official documents, letters and other related matters to ensure confidentiality and systematic retrieval of information..</li> </ul>	

<b>Company</b>	<b>Bugshan Trading Company (Jeddah, K.S.A)</b>	1992-1996
<b>Role</b>	<b>Project support</b>	

	<p><b>Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Preparing of canvass sheets for 3 or more suppliers for comparison and reference. Canvassing of all materials needed by the company, good price with quality and durability. Choosing one best supplier among the group and prepare (P.O) Purchase Order to be approved by the In-charge Superior. Responsible of processing the (PRM) Purchase Receipt Memorandum of all invoices received from the suppliers. Submission of all invoices to the Finance Department for the payments of all materials received. Processing weekly and monthly report for reconciliation.</li> <li>• Attending to executives (President and CEO, VP-Finance, VP-Marine &amp; Strategic Business Unit &amp; Legal Counsel). Receiving and logging all documents for President's signature. Prepare correspondence, reports, and materials for presentations. Travel arrangements for executives who are going for business trips. Setting up accommodation and facilities arrangements for company visitors. Maintain executive's calendars. Setup and coordinate meetings and conferences. Create, transcribe, and distribute weekly meeting agendas and minutes. Answer telephones and handle in appropriate manner. Meet and greet clients and visitors. Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing. Maintains and keeps records of all official documents, letters and other related matters to ensure confidentiality and systematic retrieval of information.</li> </ul>
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**Certifications Obtained and Trainings undergone**

Name	Year Completed
Certificate for the outstanding contribution to project safety and quality process by SADARA	April 2014
LCertificate of Participation in BIF (Beyond Injury Free) workshop	April 2013
Life critical training in high pressure cleaning, confined space, Hot Works, Equipment opening and Line Breaking	October 2013
Leadership Training Communication	September 2013

Certificate for the completion of Standard First Aid, CPR and AED Training conducted at the Fire Science Academy KSA, an affiliate of the University of Nevada, USA	April 2014
Certificate for CPR and AED refresher training	September 2015

### Education:

Name	Awarding Body	Year
Bachelor of Commerce	Bangalore University	1981-1984

### Employment History

Dates	Company	Role
2012-present 2017 to present working at H/off.	SADARA Chemical Company (Jubail,K.S.A)	Project Support Specialist
2010-2012	Johnson Control Company (Jeddah, K.S.A)	HR and Admin in charge
1998-2003	Yashica Al-Trabut Company ( Jeddah, K.S.A)	Stock Controller&Procurement
1996-1998	Baboud Shipping & Trading Company (Jeddah, K.S.A)	Logistic Controller
1992-1996	Bugshan Company.	Project support

### Interpersonal Skills

- Good Communication Skills
- Patient and Diligent
- Good decision making and analytical skills
- Confident and determined
- Positive Attitude and Hard Working

### Personal Information

Full Name	Syed Khaja Zahid Hussain
Nationality	Indian
Gender	Male

Marital Status	Married
Email Id	Zahid1961@live.in
Contact Number	0550303270
Iqama Number	2339058683
Passport Number	T 8183680 – Exp 27.07.2029
Saudi Driver License	SN 04003500892032 – Exp 25.01.2022