



**SAYED ABDUR RAHEEM**

**Personal Data**

**Nationality** : Indian

**Marital Status** : Married

**Religion** : Islam

**Blood group** : (A+)

**Contact #** : 0501510749

**Email** : [sdabdurraheem@gmail.com](mailto:sdabdurraheem@gmail.com)

**Passport No** : N2036171

**Iqama No.** : 2319218117

**Driving License Validity** :15/09/2025

**Languages** : English & Urdu

**Present Address**

Al-Jubail, KSA.

**Transferable Iqama** : Immediate

**CURRICULAM VITAE**

**JOB APPLIED FOR**

- Project Coordinator
- Site Supervisor
- Procurement Administrator
- Material Coordinator
- Project Accountant
- Secretary / Administrator / Document Controller



**Career Objective:** Seeking a responsible position in a prestigious organization enabling me to utilize my talents and experience, with a willingness to develop new skills & grow with the company.

**Education Profile**

- Master of Business Administration(MBA) in Finance from JNTU-India with 72% in 2010.

**Computer Proficiency**

**Operating System**

Any Windows

**Microsoft Office:**

- Competency in Microsoft applications including Word, Excel, and Outlook.
- Knowledge of file management, transcription, and other administrative procedures.

**ERP:**

- Quick Dice ERP Solutions for e-Invoicing

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### *Work Experience – 10 years*

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Having 10 years' experience in the various job positions in different companies and organization for their construction and maintenance projects which details are given below.

<b>Company</b>	:	<b><u>Faisal Ibrahim Othman for Fire Safety &amp; Security Systems Est.</u></b>
<b>Period</b>	:	<b>2019 to till date.</b>
<b>Position</b>	:	<b>Project Coordinator cum Project Site Accountant</b>
<b>Projects</b>	:	<b>Fire Fighting System &amp; Fire Alarm &amp; Detection System</b>
<b>Main Contractor</b>	:	<b>Various Construction Companies, Fire Safety Companies &amp; Direct Clients of Companies.</b>
<b>Client</b>	:	<b>Saudi Aramco, Sabic, Sadara &amp; 3<sup>rd</sup> Industries Companies.</b>

<b>Company</b>	:	<b><u>ARABIAN PETROCHEMICAL Co.</u></b>
<b>Period</b>	:	<b>Dec 2013 to 2018</b>
<b>Position</b>	:	<b>Department Secretary</b>

<b>Company</b>	:	<b><u>REDA Fire &amp; Hazard Control</u></b>
<b>Period</b>	:	<b>May 2013 to Oct 2013</b>
<b>Position</b>	:	<b>Project Coordinator</b>
<b>Project</b>	:	<b>HADEED – ROD &amp; BAR MILL PROJECT</b>
<b>Main Contractor</b>	:	<b>HADEED</b>
<b>Client</b>	:	<b>HADEED</b>

<b>Company</b>	:	<b><u>REDA Fire &amp; Hazard Control</u></b>
<b>Period</b>	:	<b>Mar 2012 to June 2013</b>
<b>Position</b>	:	<b>Project Coordinator</b>
<b>Project</b>	:	<b>HADEED LONG PRODUCT EXPANSION PROJECT</b>
<b>Main Contractor</b>	:	<b>SIEMENS / INBESCO/ DANIELI / HADEED</b>
<b>Client</b>	:	<b>SIEMENS</b>

<b>Company</b>	:	<b><u>VAJJA TECHNOLOGIES (India) PVT .LTD</u></b>
<b>Period</b>	:	<b>MAY 2011 to FEB 2012</b>
<b>Position</b>	:	<b>ADMINISTRATOR &amp; ACCOUNTANT</b>
<b>Project</b>	:	<b>Communication DOCOMO, AIRTEL, IDEA &amp; RELIANCE</b>

<b>Company</b>	:	<b><u>KOTAK Securities (India) Pvt Ltd</u></b>
<b>Period</b>	:	<b>AUG 2010 to March 2011</b>
<b>Position</b>	:	<b>ADMINISTRATOR</b>

## Duties and Responsibilities:

### **Project Coordinator & Supervisor Responsibilities**

- ✓ Maintaining and monitoring project plans, project schedule, work hours, budgets and expenditure.
- ✓ Organizing, attending and participating in stakeholder meetings.
- ✓ Documenting and following up on important actions and decisions from meetings.
- ✓ Preparing necessary presentation materials for meetings.
- ✓ Ensuring project deadlines are met.
- ✓ Determining project changes.
- ✓ Providing administrative support as needed.
- ✓ Undertaking project tasks as required.
- ✓ Developing project strategies.
- ✓ To prepare Progress Report every week and end of the month.
- ✓ Isometrics Drawings, Special Supports, Primary Supports, Secondary Supports.
- ✓ Filing QA / QC Documents, Test Packs, Safety Documents, Planning & Scheduling Documents. Document status displayed by using Bar chart.
- ✓ Status reports on punch list for piping package.
- ✓ Notifying the Project Control Manager or immediate superior for all received Documents and Drawings circulates the documents through transmittal to related departments for Information.
- ✓ Prepare Request for Information (RFI) check list and E-log within 24 hours prior to inspection.
- ✓ Prepare Material Submittal for Approval to the Consultant.
- ✓ Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- ✓ Assess project risks and issues and provide solutions where applicable.
- ✓ Ensure stakeholder views are managed towards the best solution.
- ✓ Chair and facilitate meetings where appropriate and distribute minutes to all project team members.
- ✓ Create a project management calendar for fulfilling each goal and objective
- ✓ Receiving, dispatching and filing of all technical and non-technical documents in and out of the office.

### **Project Accountant Responsibilities**

- ✓ Maintain project related records, prepare contracts for subcontractors and keep proper documentation.
- ✓ Coordinate with the site in charge, Prepare Payment requisition form and submit it to Finance at Head Office.
- ✓ Review and verify supplier invoices related to a project.

- ✓ Record Employee attendance, review and verify timesheets for work related to a project and prepare salary sheet for finance approval.
- ✓ Review accounts totals related to project assets and expenses., purchase orders as well as paying consultant, subcontractor, vendor and suppliers bills, auditing and sending.
- ✓ Closeout project accounts upon project completion.

### **Procurement Administrator / Material Controller Responsibilities**

- ✓ Maintaining procurement requisition form and submit it to Procurement officer.
- ✓ Manage various accounts with downstream product supply from orders to delivery, logistics and inventory management.
- ✓ Review and prepare RFQ and RFP, PO & Delivery Notes reviewing for completeness and necessary information to obtain competitive quotes.
- ✓ Monitor inventory Stock, negotiate with suppliers, prepare PO's. Reviewing purchase orders and making sure that they are complete and accurate before approving them
- ✓ Making sure that contracts are issued in accordance with federal regulations regarding terms and conditions.
- ✓ Coordinating with vendors to ensure that they deliver on time and meet quality standards
- ✓ Coordinate with accounts department for procurement requisition.
- ✓ Coordinate with the site in charge, suppliers, subcontractors, vendors and preparing and maintaining procurement records.

### **Administrative / Document Controller / Secretary Responsibilities**

- ✓ Maintain the full flow / control of documents as per QMS standard.
- ✓ Preparing Agenda and MOM for all sections of meeting.
- ✓ Adding calendar of concern Managers to view their calendar schedule for further action.
- ✓ Prepare monthly and weekly reports of all tasks & keeping the photographic log in date order, to support the projects planner.
- ✓ Speed-up documents preparation, creation to records, and information retrieval while maintaining the accuracy and traceability of each documents stage.
- ✓ Impressive organization of records that was became a pattern for most of the staff which also captured the attention of ISO external auditors.
- ✓ Maintain the log showing the percentage chart for Non- Conformance Notification, Safety Violations, General Site Advise, and Site Instruction.
- ✓ Full responsibility of the finished project documents and archive them separately in office store in a highly professional way, as it can be easily recovered in the future.
- ✓ To ensure that all other discipline activities that required inspection within the activity have been inspected and approved.
- ✓ Filing document and drawings as per document coding system.
- ✓ Controlling of sensitive (classified) documents & drawings for internal & external auditors.
- ✓ Maintaining log for all sensitive (classified) drawings & documents.
- ✓ Maintaining filing of Mechanical completion Dossier.
- ✓ Mechanical completion certificate.

- ✓ Turn over Notice attached with punch list reports.
- ✓ Sub-System description / Limits P&ID's.
- ✓ Consolidated status report for Sub System.
- ✓ Test packs with corresponding line numbers.
- ✓ Responsible for all the matters pertaining to the staff.
- ✓ Attend to all incoming mails and calls, sorts/logs and distributes as required, receives outgoing mails, logs and distributes.
- ✓ Receives telephone calls and visitors. Give answers to routine questions or takes messages. Refers other matters to appropriate personnel.
- ✓ Prepares various reports and other reference data as source material.
- ✓ Provides work direction to lower classified employees as required

#### Primary Assets:

- ✓ Give my suggestions to the Management to the benefit of the company.
- ✓ Preparing of request for quotation, purchase orders, delivery notes & projects & maintenance invoices.
- ✓ Actively involved in the quality activities of the department.
- ✓ Communication with the concerned clients as needed.
- ✓ Good Communication & Inter Personal Skills and Good Analytical & Problem Solving Skill.
- ✓ Positive outlook and open-minded approach.
- ✓ Aptitude for learning new assignments & determined approach towards work environment.
- ✓ Flexibility & Hardworking And Sincere & honest.
- ✓ Ability to work in a Highly Motivated Team Environment.
- ✓ My career goal and Aspiration is to become one of the highly effective team members of my organization.

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