

Naeem Khan

Jubail KSA SAUDIA ARABIA

Nationality: Pakistani

TEL: +966-59 035 6130

IQAMA Status: *Valid, Transferable and Available*

Email: naeemaligcuf@hotmail.com

Experience

SAS Flare International Co. Ltd

Project Coordinator

Project: (ALJUBAIL SWRO DESILINATION PLANT PHASE 2 (SWCC) SEPCOIII PROJECT A WORLD LARGEST PLANT) Mar, 2020 – Aug, 2021.

Coordinated various executive projects including marketing campaigns, facility relocation and employee acquisition and training and arrange manpower from different Supplier.

Duties:

- Visitor Gate Pass Preparation
- Material Gate Pass Preparation
- Transport In charge
- Arrange manpower from different Supplier
- Prepared Petty Cash Statement
- Work Permit Submission
- Transmittal / Document Submission
- Timesheet Entry - Excel (Own & Suppliers)
- Timesheet Entry - ERP (Own & Suppliers)
- Khonaini Camp / Check-in & Checkout Mails
- Invoices for Verification and send back to head office
- Provide comprehensive Administrative and clerical support to staff and management.
- Receive the project correspondence and follow these with the PM to be actioner/ replied.
- Draft the letters/correspondence replies and send such correspondence to the concerned parties after sign-off by the PM.
- All matters related to project Content
- Maintain records of the project documents and files
- General support services including photocopying, mailings, email correspondence, directing incoming phone calls, and sending/receiving fax transmissions.
- Update mailing and phone lists
- Filing / Data entry
- Answer telephones and intercoms, take messages, respond to inquiries.
- Handle daily staff scheduling as per instructions of PM.
- Post outgoing mail and sort incoming mail on a daily basis
- Performs other duties as assigned by the superior from time to time
- Signing and submitting the Staff Time Sheets and Leave Requests to the HR/ Main Office
- Procuring and Maintaining the appropriate Stationary and Office Supplies at the site office

MOBCO CIVIL Construction Company Riyadh Saudia Arabia

Document Controller/Coordinator

Project: (KAJD PROJECT) Oct 2017– 2019

Assisting Project Managers in their daily routine of running projects. Overseeing and coordination project work, reporting project status.

Duties:

- Create Project wise explorer Account for the Project team and managing their Access Rights to the Project wise explorer data base.
- Support the staff in the use of Project wise explorer, conduct the initial training and provide continuous support when required.
- Upload the documents (Correspondence, RFI's, Submittals, and Reports etc.) to the Project wise explorer document register.
- Transmit the documents to the other stakeholders of the Project via Project wise explorer transmittals.
- Distribute the documents via Project wise explorer using the Work Flow feature of the Project wise explorer.
- Distribute the documents for review/ information via Project wise explorer mails.
- Find the documents via Project wise explorer search and furnishing the same to the project team when required.
- Log all the "incoming and outgoing" documents related to the contract in MS Excel.
- Responsible for receiving documents on important plans on project.
- Inform the Construction Manager on status of certain submittals and issues.

Azmeel Contracting Company Saudi Arabia

*QC Document Controller (South Dhahran Home Ownership) Aramco Project
June 2015-April 2017*

Education

Master in Business Administration (Finance)

Government College University Pakistan 2011 – 2013

Professional Qualifications and Skills in Software/ Applications

- Project wise Explorer Construction Management system for Document Control.
- ERP Software
- Skilled & experienced in Document Control Systems & Online Collaboration Tools.
- Manage electronic document management system.
- MS Excel & MS Word use in Project's Correspondence and Reports writing.
- MS PowerPoint use in Presentations & Reports preparations.
- Use of MS Outlook
- Tally / Quick Book

References

Available upon request.