



MIRZA MOHAMMED FAIZ ULLAH

Sinohydro Corporation Limited
Development Housing Project Wave 3

Al-Bisha, Kingdom of Saudi Arabia

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CAREER OBJECTIVE:

Seeking to work in a dynamic environment as a part of a team to contribute effectively for attaining organizational goal, one that will build on my skills and experience with learning & allow me scope for upward movement.

ACADEMIC QUALIFICATION:

EXAMINATION	SCHOOL/COLLEGE	BOARD	PASSING YEAR	DIVISION/ GPA
SSC	BURGI HIGH SCHOOL	COMILLA	1999	1 ST
HSC	ADDA DEGREE COLLEGE	COMILLA	2001	2 ND
B.Com	POYALGACHA POST GRADUATE COLLEGE	NATIONAL UNIVERSITY	2004	2 ND

Technical Skills : Computer Literacy : MS Word, Excel, Power Point, Adobe Photoshop, Adobe Illustrator, Basic Auto Cad, BAAN, Fast Cam, E-Mail, Internet Browsing

WORK EXPERIENCE:

- 1) **Organization: INMA STEEL FAB. CO. LTD, AL-JUBAIL, KINGDOM OF SAUDI ARABIA**
(ISO: 9001-2000, ASME accredited for “U”, “U2”, “S”, “R” and “PP” Stamps)
- 2) **Organization : REINDEERS CARGO MOVERS**
(An Established Clearing & Forwarding Company, Dhaka, Bangladesh)

3) **Organization : SINOHYDRO ORPORATION LIMITED**
(Developmental Housing Project Wave 3, Al-Bisha, Kingdom Of Saudi Arabia)

1) **Position Hold** : I am associated with this organization since Sep.10,2005 to Aug. 20,2009 as a Technical Assistant

Responsibility :

A) Documentation:

- Distribution & short out of engineering drawings, specifications, other documents applicable for the Projects to Fabrication Supervisor (These documents are basically received from respective Relevant Departments).
- Maintaining updated list for documents, drawings, specification & other documents received from relevant departments and transmitted to concern supervisor & departments.
- Preparation of fabrication procedures and related documents under guidance of Fabrication Manager and issuing the same to client and other relevant departments.
- Preparation of minutes of meeting held as per instruction.

- Maintaining records of RFI'S (Request For Inspection) issued from Fabrication departments. Basically maintaining records for issuing the RFI and the time spent by relevant department to take action on it and prepare weekly and monthly RFI analysis report such as Number of weekly RFI issued, reason of Job delaying, Number of accepted and rejected RFI'S, take proper action for rejected RFI'S etc details report including Chart and Graph.

- Keep proper filing of all the drawings, specification, reports and documents required for the department.

B) Job Progress Report:

- Collect daily Job progress data as per mechanical drawing for different Project from different shop floor physically.
- Preparation of Job progress report for specific on going Project as daily, weekly and monthly basis to find out the difference between actual and Pre-Planned Job Progress to take action to finish the project as per committed deadline.

C) Dealing with Manpower Activities:

- Maintaining daily report for different Manpower allocated to different Projects. This activity includes various sub activities which are as follows:
 - a) Report for actual Manpower allocated to specific Project such as **ARAMCO, SHARQ, JGC, JCP, PETROKEMYAH, RABIGH, KHURSANYAH, SABIC, SAFCO, KURAISH** etc. An individual Project has again got different Trades such as **FABRICATOR, WELDER, GRINDER & OHTERS** etc which in turns requires preparing separate report indicating the same.
 - b) Preparing list of active Manpower and inactive Manpower for specific Projects (This basically arises as leavers come into action).
- 2) **Position Hold** : I am associated with this organization since Oct.01, 2009 to Nov. 30 2019 as a Senior Executive (Accounts & Admin)

Responsibility :

- Proper Co-ordination with our client Meghna Group (Which has more than forty Industry Including Unique Cement Industry, Fresh Cement Industry, Unique Power Plant Unit-1 & 2, Global Ad Star Bag Industry, Tanveer Polymer Industry, United Sugar Industry, Tasnim Condensed Milk Ltd., Tanveer Paper Mills Ltd., Meghna Pulp & Paper Mills Ltd., Everest Power Generation Ltd., United Feeds Ltd., Tasnim Chemical Complex, Tanveer Oils Ltd. etc.), Luna Plastics Industry Ltd., Luna Polymer Industry Ltd. Unit-1 & 2, Shahjahan Spinning Mills Ltd., Reliance Tannery and Freight Forwarder to clear goods from Air, Sea and Land customs.
- Co-ordination with concern Bank for the document required releasing goods from Customs.
- Proper instruction & guidance to Employees with sincerity and honesty for smooth Operation.
- Modify supplier provided PI with appropriate H.S. Code and item description and provide to Importer.
- Properly checking bank provided shipping Guarantee or original document and suggest to make correction if any discrepancies.
- Maintain Daily Cash Book, Ledger Books as required.
- Record and analysis Monthly, Quarterly, Half yearly and Annual revenue.

- Take proper action to achieve Monthly, Quarterly, Half yearly and annual revenue.

3) **Position Hold** : I am associated with this organization since Jan 08, 2020 to Jan 07, 2021 as a HR Officer.

Responsibility :

- Handling Monthly payroll compensation & benefits for all the aspects of payroll accounting such as (O.T, Bonus, Incentive, Increment, Vacation, Absence, Advance & Deduction etc.)
- Create and maintain data and analysis related to compensation and benefits using internal and external salary survey benchmarks to update the company annual salary budget.
- Processing employee vacations such as vacation settlement calculation, Exit, Re-Entry, Travel documents and air Ticket reservations settlements, Exit documents, Travel documents, air ticket and final Exit clearance etc.
- Responsible for onboarding process of candidates such as preparing Contracts and job offers etc.
- Organize and schedule HR events, announcement, schedule meeting and Co-ordinate training session.
- Issuing letters according to the management such as salary certificates, NOC, employment certificates, termination and warnings etc.
- Solve all employees' issues.
- Supervise utility team for cleanliness office, accommodation and kitchen etc.
- Organize safety meeting for office staff.
- Special supervision for disinfection during the COVID-19 (Corona Virus) epidemic.
- Arranging Recruitment process such as sort out candidate resume, make short list of resume, call for interview of selected candidates and arranging interview for selected candidates.
- Issuing time sheet for selected candidates.
- Issuing monthly time sheet for all employee.
- Processing medical for IQAMA of new employee.
- Control all vehicles.
- Maintain and update daily manpower report as category wise chart.
- Arranging food which include various sub activities such as purchase grocery, vegetables,

meat, fish and necessary all items.

- Purchase all type of office and residence equipment such as furniture, kitchenware, home appliance and office stationery.
- Booking hotel in advance for our client and consultant as and when required.
- Visit our guest in hotel and properly arrange food and other everything as required.

PERSONNEL DETAILS:

Father's Name : Md. Delwar Hossian
Mother's Name : Mrs. Farida Begums
Permanent Address : Vill- Harichail, P.O- Kailine, UP Zila-Kachua, Distrct-Chaidpur, Bangladesh
Phone No : +966554676304
Date of Birth : 1st January 1984.
Language's Proficiency : English & Bengali both reading and writing and speaking in Hindi fluently.

DECLARATION:

I hereby declare that the information given above is correct to the best of my knowledge and belief.

Signature :

Date : 16.01.2021