



MOHAMED MOHIDEEN BADHUSHA K.M

E-MAIL: kmmemail@gmail.com

MOBILE NO: +91- 9789960477

PERSONAL PROFILE:

Father's

Name :Khaja Mohideen K.M

Date of Birth : 07-11-1981

Marital Status : Married

Nationality : Indian

Religion : Islam

Languages

Known : English, Tamil, Malayalam

Passport No : U8823910

Passport Expiry : 17-Mar-2031

Place of Issue : Madurai

PERMANENT ADDRESS:

27, Athiadi West Street,

Tirunelveli-627005

Tamil Nadu

India

Qualification & Certifications

- B.E –Computer Science and Engineering-Infant Jesus College of Engineering
- Diploma in Computer Technology-Board of Technical Education (2000-2003)
- Managing and Maintaining MS 2003 Server Environment
- HDCA (Honors Diploma in Computer Application) -CSC

Career Summary

Fifteen years of extensive, executive operations management role in organizations contributed to firm growth by executing strategies using strong decision making abilities

Career Contribution

- Site Office Administration
- Site Coordination
- Logistics Management
- Human Resources
- Ticketing
- Procurement
- Transport
- Camp Supervising
- Material Coordination
- IT Management
- Turn Around

Career Contour

- **Administrator**-(June 2003 to Dec 2007) **Avalon Data Products, India**
- **IT Support** (Jan 2008 to May 2008) **Redington India Ltd. Chennai, India**
- **Administrator**(Jan 2010 to Feb 2012) **Al-Qabel Est.** (Saudi Aramco Contractor), Saudi Arabia
- **Procurement Officer** (Jan 2013 to Sep 2014) **SAMSUNG C&T, Saudi Arabia**
- **Senior Admin Assistant** (Oct 2014 to Nov 2016) **SAMSUNG C&T, Saudi Arabia**
- **Admin Supervisor(Logistics) –TA-2017 Orpic-** (Sep 2017 to Dec 2017) **Special Technical Services (STS), Sultanate of Oman**
- **Admin Coordinator(Logistics) –TA-2018 Pearl GTL** (Jan 2018 to Apr 2018) **Qatar National Facilities Services-State of Qatar**
- **Operations Lead** (Apr 2018 to Oct 2019) **Ashian Technologies, Tirunelveli S.India**
- **Heavy Equipment Coordinator TA 2019 Borouge** (Jan 2019 to Mar 2019) **DOOSAN Babcock -United Arab Emirates**
- **Site Administrator ADNOC TAR 2020 TAKREER** -Ruweis Refinery West (Nov 2019 to May 2020) **Arabian International Special Technical Services, United Arab Emirates**

Duties and Responsibilities- Site Administrator

Designation : **Site Administrator**

Company : **Arabian International Special Technical Services**

Location : **TAKREER- Ruwais Refinery West- Ruwais**

Period : **Nov 2019 – Till date**

- Preparing all site requirements as per ADNOC standard
- Preparing and submitting daily, weekly, monthly reports to Site manager
- Supervising fuel distribution for static and rotating equipment
- Monitoring temporary facility activities
- Updating daily manpower details with timecard
- Mobilize /demobilize the manpower as per site requirement
- Purchase and inspect materials as per ADNOC standard
- Recruiting and training personnel and allocate responsibilities and office space
- Assigning the tasks and monitoring processing
- Assigns right tasks to right person.
- Monitoring temporary facility activities like water, fuel, garbage, sewage etc

Duties and Responsibilities- Heavy Equipment Coordinator

Designation : **Heavy Equipment Coordinator**

Company : **DOOSAN Babcock**

Location : **BOROUGE –Ruwais-TA-2019**

Period : **Jan 2019 – March 2019**

- Preparing all site requirements as per ADNOC standard
- Conducting TBT every day before stating work
- Conducting LMRA every day before starting each and every activity.
- Preparing and submitting daily, weekly, monthly reports to Logistic manager
- Assigning right equipment as per site requirement.
- Supervising fuel distribution for static and rotating equipment
- Monitoring temporary facility activities
- Preparing and submitting equipment, equipment checks lists weekly basis
- Mobilize /demobilize the Equipment as per site requirement
- Purchase and inspect materials as per ADNOC standard
- Coordinating all lifting, shifting and placing activities with rigging team
- Recruiting and training personnel and allocate responsibilities and office space
- Assigning the tasks and monitoring processing
- Assigns right tasks to right person.
- Monitoring temporary facility activities
- Planning and coordinating administrative procedures and systems
- Right personnel allocate to suitable work

Duties and Responsibilities-Admin Coordinator (Logistics)

Designation : **Admin Coordinator - Logistics**

Company : **Qatar National Facility Services (QNFS) –State of Qatar**

Location : **Shell Gas Plant – QSGTL –Raslaffan (TA-2018)**

Period : **Jan 2018 – Apr 2018**

- Preparing all site requirements as per Shell standard
- Conducting TBT every day before stating work
- Conducting LMRA every day before starting each and every work
- Preparing and submitting daily, weekly, monthly reports to Logistic manager

- Assigning the vehicles and monitoring the traffic violation details through IVMS
- Supervising the fuel, water supply sewage removal, catering, accommodation and transportation
- Monitoring temporary facility activities
- Supervising the accommodation facilities
- Preparing and submitting equipment, vehicle check lists weekly basis
- Purchase /Hire vehicles as per requirements
- Mobilize /demobilize the Vehicles Equipments as per site requirement
- Making the Insurance policy for Vehicle and Equipments
- Purchase and inspect materials as per Shell standard

Duties and Responsibilities-Administration Supervisor

Designation : Administration Supervisor (Logistics)

Company : Special Technical Services (STS) LLC, Sultanate of Oman

Location : OXY Wadilatham

Period : Nov 2017 – Dec 2017

- Preparing and submitting daily, weekly, monthly reports to Project manager
- Preparing timesheets through HRMS system.
- Conducting TBT every day before stating work
- Conducting LMRA every day before starting each and every work
- Assigning the vehicles and monitoring the traffic violation details through IVMS
- Supervising the fuel, water supply and sewage removal.
- Supervising the accommodation facilities
- Monitoring temporary facility activities
- Monitoring and scheduling vacations and book air ticket as per the periodic manner
- Purchase /Hire vehicles as per requirements
- Mobilize /demobilize the manpower, Vehicles Equipment as per site requirement
- Making the Insurance policy for Vehicle and Equipment
- Coordinating with Planning department for forecasting

Duties and Responsibilities-Admin Supervisor

Designation : Admin Supervisor (Logistics)

Company : Special Technical Services (STS) LLC, Sultanate of Oman

Location : Orpic Mina-Al –Fahal (TA- 2017)

Period : Sep 2017 – Nov 2017

- Preparing and submitting daily, weekly, monthly reports to Logistics manager
- Preparing timesheets through HRMS system.
- Conducting TBT every day before stating work
- Assigning the vehicles and monitoring the traffic violation details through IVMS
- Supervising the fuel, water supply and sewage removal.
- Supervising the accommodation facilities
- Purchase /Hire vehicles as per requirements
- Monitoring temporary facility activities
- Mobilize /demobilize the manpower, Vehicles Equipments as per site requirement
- Making the Insurance policy for Vehicle and Equipments
- Coordinating with Planning department for forecasting

Duties and Responsibilities-Senior Admin Assistant

Designation : Senior Admin Assistant

Company : SAMSUNG C&T Corporation, Saudi Arabia

Location : Rabigh-2 Independent Power

Period : Oct 2014 – Nov 2016

- Raise the internal approval through ERP system
- Reserve the tickets as per the personnel level (Economy, Business)through travel agency
- Issuing wakalas and managing VISA through Enjaz system
- Issuing the invitation letter to visitors through MOFA
- Monitoring the peoples entry through MOI and Muqem
- Register the engineer's information through Saudi Council of Engineers
- Making the SADAD for the work permit through MOL and forward to the accounts department for payment
- Assigning the vehicles and monitoring the traffic violation details through TAMM
- Supervising the fuel, water supply and sewage removal.
- Supervising the accommodation facilities
- Purchase /Hire vehicles as per requirements
- Mobilize /demobilize the manpower, Vehicles Equipments as per site requirement
- Making the Insurance policy for Vehicle and Equipments
- Coordinating with Planning department for forecasting

Duties and Responsibilities-Admin officer(Procurement)

Designation : Admin Officer-Procurement

Company : SAMSUNG C&T Corporation, Saudi Arabia

Location : QIPP & R2IPP

Period : Jan 2013 – Sep 2014

- Purchasing,/ hiring the Vehicles and equipments
- Purchasing /hiring Porto Cabins as per site requirement
- Maintaining the insurance policy of vehicle and Equipments
- Purchasing the flight tickets through reputed agencies
- All the purchasing materials as per the standard of SECO
- Supervision of material delivery (Field Material Control & Vendor Material Control)

Duties and Responsibilities-Administrator

Designation : Administrator

Company : Al-Qabel Est. (Saudi Aramco Contractor)

Location : Abqaiq (Oil & Gas Upstream Project Division,PCPD, Saudi Aramco)

Period : Jan 2010 – Feb 2012

- Supervising overall office activities
- Hiring Manpower, Vehicles and equipments as per project requirement
- Apply new, renew Saudi Aramco ID through Extranet Portal (Community & Plant)
- Apply new, renew vehicle stickers through Saudi Aramco Extranet Portal(Community & Plant)
- Updating the company information like CR renewal, COC renewal, Zakath renewal through Saudi Aramco Electronic Contracting Network(ECN)

Duties and Responsibilities- Administrator

Designation : Administrator

Company : Avalon Data Products

Location : Tirunelveli, India

- Responsible for Software Installation
- Assembling knowledge about Intel,VIA,AMD Generation Computers
- Installation and Testing of Computers & its Peripherals
- Attending Software & Hardware trouble shooting.
- Installing and configuring of Internet Dial-up components

Duties and Responsibilities- IT Support

Designation : IT Support

Company : Redington India Limited

Location : Chennai, India

- Responsible for Software Installation
- Assembling knowledge about Desktop Computers
- Installation and Testing of Computers & its Peripherals
- Attending Software & Hardware trouble shooting.
- Repairing and trouble shooting of computer hardware at card level
- Installing and configuring of Printers like Laserjet, Desk jet, Dot Matrix etc.,
- Installing and configuring of Dial-up and Broadband modems, web cameras, digital cameras etc
- Trouble shooting of outlook express, lotus notes E-mail problems.
- Installing and configuring of Anti-virus software for multi users
- Analyzing the signals from each client.
- Designing VPN (Sonicwall – SSL VPN) and Firewall Security.
- Participation in the project status meeting with the clients
- Manages the growth and success of the organization
- Creates a detailed schedule based on strict deadlines
- Follows up on interruptions to the order
- Specialist in desktop virtualization (NComputing), Wireless networking
- Install and configure firewall

Projects Involved

- Well Head Project in ABQ GOSP (Saudi Aramco)
- Cross Country pipeline project in UDH (Saudi Aramco)
- Fencing project in ABQ (Saudi Aramco)
- Quraiyyah Independent Power Plant Project (Saudi Electricity Company)
- Rabigh2-Independent Power Plant Project (Saudi Electricity Company)
- Al-Talah Garden Project in KAEC (King Abdullah Economic City)
- Oman Oil Refinery and Petroleum Industries Company(Orpic) MAF TA-2017
- Occidental –OXY Plant- Wadilatham
- Shell Gas Plant-QSGTL Ras Laffan, TA-2018
- Borouge TA 2019, Ruwais UAE
- Ruwais Refinery West-RRW ADNOC TAR 2020-Takreer, UAE

List of Certificates

- Managing and Maintaining MS 2003 Server Environment
- Having valid driving license of Sultanate of Oman
- Having valid driving license of India
- HDCA (Honors Diploma in Computer Application) -**CSC**
- Diploma in Hardware and Networking Technology-**MEGATECH**
- Seminar attendance certificate from **Saudi Aramco**, Kingdom of Saudi Arabia
- Appreciation certificate from **Special Technical Services**, Sultanate of Oman
- Appreciation certificate from **SAMSUNG C&T** , Kingdom of Saudi Arabia
- O2 Training from **WHA International**
- NH15 Training from **QISC, State of Qatar**
- Appreciation certificate from **DOOSAN Babcock**, UAE
- Appreciation certificate from **AISTS** ,UAE