

FAHIM HASSAN

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Personal Information



Email:

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Mobile No.:

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✚ Passport No:
V 1163328

✚ Expiry :12-JULY-2031

Personal Data:

Nationality :Indian

Age : 31

Marital Status :Married

Religion : Muslim

Driving License: Available

Iqama : Transferable

Languages Known:

- ✚ English
- ✚ Arabic
- ✚ Hindi
- ✚ Malayalam

Driving License:

- ✚ Have Full clean Saudi Arabia& Dubai Driving license

CAREER OBJECTIVES

Over 8 years, I have been employing in United Arab Emirates, Saudi Arabia and India, seeking a quality environment where my knowledge can be shared and enriched looking for the opportunity of Procurement Officer and General Accountant, where I can improve my quality and system managerial skills and also realize my potential under proper guidance and work effectively in a team.

PROFESSIONAL EXPERIENCE

QC DOCUMENT CONTROLLER

TABASCO HUMAN CAPITAL 5 Years (01/01/2016-31/12/2021) SAUDI ARABIA

Duties & Responsibilities: -

- ✚ Reports to the Project QA/QC Manager
- ✚ Responsibilities include record keeping, all documents such as specification procedures, inspection schedule and records, surveillance report, inspection release notice and quality records book with numbering system according to project filing procedure. Handling of all engineering documents. Controlling all records and sub-contractors documents.
- ✚ Maintain updated records of all approved documents and drawings and their distribution clearly.
- ✚ Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.
- ✚ Well aware of all types of quality documents like ITP, Checklist, RFI, method statements, Non-conformance report, Technical queries, Inspection assignment package, Disposition Report, Material Request, Technical Approval Request, Hydro test packages and other miscellaneous project contract documents.
- ✚ Submitting technical documents for review and approval.
- ✚ Preparing and update of various logs and registers.
- ✚ Maintain Company Policy and Procedure and Job Description.
- ✚ Create and maintain filing systems, records and indices, including files of confidential nature. Keeps reference files.
- ✚ Arranging and coordinating meetings with different departments and Preparing minutes of meeting.
- ✚ Provides work direction to lower classified employees as required.
- ✚ Create and maintain filing systems, records and indices, including files of confidential nature. Keeps reference files.
- ✚ Preparation of Departmental Organization Chart and job descriptions.
- ✚ Arranging and coordinating meetings with different departments and Preparing minutes of meeting.
- ✚ Maintain Attendance Sheet and Prepare Time Sheets of Contractors, rented equipments and Employees & Expense Report for all the Inspection Department.
- ✚ Prepare weekly and monthly manpower summary.
- ✚ Cross checking monthly reports including the status, letters, approvals, meetings etc.
- ✚ Receiving and sending the mails through Ms-Outlook, fax and other medium

- ✚ Verify that only the last revision drawings, submittals, etc. are distributed to all locations and involved parties concerned including sub-contractors.
- ✚ Maintain project drawing/documents distribution record
- ✚ Submitting technical documents for review and approval.
- ✚ Generate the various document control reports as required.
- ✚ Typing of site documents, and follow up of all the site needs
- ✚ Preparing and update of various logs and registers.
- ✚ Performing walk down inspection and completing punch lists.
- ✚ Develop Quality management plan.
- ✚ Receive Invoices, R.F.I (Request for Inspection) and distribute accordingly.
- ✚ Managed the day-to-day activity of the Print and Mail Quality Control staff, as well as Production Control associates.
- ✚ Preparing weld map.
- ✚ Preparing daily weld summary report.

Document Controller -United Arab Emirates

L &T CONSTRUCTIONS 1 Years (01/01/2021-02/01/2022)

- ✚ Handling all correspondence (Incoming / Outgoing) records.
- ✚ Responsible for receiving and logging of various documents from vendors.
- ✚ Preparation of department organization chart and job descriptions.
- ✚ Documentation review, routing, copying and filing.
- ✚ Receive Invoices, R.F.I (Request for Inspection) and distribute accordingly.
- ✚ Receive & log all documents before being forwarded to assignee.
- ✚ Communication with the concerned contractors as needed.
- ✚ Responsible for preparation of all correspondences.
- ✚ Scanning and transferring documents into the electronic data collection system
- ✚ Establish a project filing Index for all the hard copies of Engineering documents stored by the project
- ✚ Maintain electronic filing system and handle incoming and outgoing mails.
- ✚ Assisting with managers routine queries and with professional manner.
- ✚ Managed different types of copy machines and blotter machines.
- ✚ Preparing and registering incoming and outgoing document for controlling their tractability and filing.
- ✚ Maintain Up to Date Revision and status of the Project Documents.
- ✚ Preparing and control different Document.
- ✚ Well versed of using various software's and equipment's for the paper printing process.
- ✚ Well maintained track record so that concern person find the path on one track.
- ✚ Responsible for clean scan and upload to servers for documents following set procedure

General Accountant -United Arab Emirates

Star Group Of Co-Skyway Tourism And Cargo LLC 2 Years (01/12/2013-02/12/2015)

- ✚ Maintaining and supervision of all the financial matters and preparation of financial reports like income statement, balance sheet and analysis.
- ✚ Keeping accounts books and systems up to date.
- ✚ Account payable, Accounts receivables (Reconciliation of balance) Inventory, fixed asset.
- ✚ Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- ✚ Follow up debtors and creditors and reconciliation of their accounts.
- ✚ Paying vendors by approving bill and ensuring payment is received for outstanding credit and responding to all vendors inquires.
- ✚ Process payments and documents such as invoices, journal vouchers.

- ✚ Preparing of Vat returns periodically without fail and submitting to audit to check.
- ✚ Responsible for running payroll procedures for all staff on a monthly basis.
- ✚ Paying utility bills, office expenses, and other payments.
- ✚ Closing monthly, quarterly and yearly accounts.
- ✚ Prepare and submit weekly/monthly management report.
- ✚ Collected and arranged financial information and entered details into [ETRAVEL Software] financial management system.
- ✚ Help prepare Financial Statements and Bank Reconciliations.
- ✚ Analyze monthly Balance Sheet Accounts & record journal entries for corporate reporting.
- ✚ Preparing Cheque and cash deposit slip.
- ✚ Daily updating the Post dated Cheque and dishonored Cheques.

EDUCATIONAL QUALIFICATIONS

- ✚ B.Bbm(With Computer Application),Mangalore University,Karnataka,India
- ✚ Pre-University Course (PUC) with Commerce , Board of Higher secondary examination , Karnataka, India
- ✚ SSLC ,General education department , Government of Karnataka

SKILLS

- ✚ 6 year of experience in accounting & book keeping services.
- ✚ Quick book, E travels,
- ✚ Quick book, Tally, E travels, Tourism plus, Vat Box,
- ✚ Organizational skill
- ✚ Good exposure in MS Office Packages like Word, Excel etc.
- ✚ Handling Payrolls & Wage List
- ✚ Maintaining good relationship with suppliers for smooth business operation
- ✚ Analytical, Intellectual and technology Skills
- ✚ Management and Leadership Skills
- ✚ Teamwork and Collaboration Skills
- ✚ Ability to learn quickly, good commitment and belief in team work.
- ✚ To be the leadership for Business development

EXTRA CURRICULAR ACTIVITIES

- ✚ Participated in National Conference on “Challenges and Opportunities for Business in new millennium.”
- ✚ Participated in Seminar on “Risk management in Banking sector.”
- ✚ Seminar with SABIC-EHSS Incident reporting, Classification,Investigation& Analysis

DECLARATION

I hereby declare that the abovementioned details are true and correct to the best of my knowledge and belief.

Place :SAUDI ARABIA

FAHIM HASSAN