**CURRICULAM VITAE**

***Present Address,***

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**INDIA**

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# ***ZUBAIR MOHAMMAD ALAM KHAN***

**Objective:**

To work as a part of your Challenging and enthusiastic team with full devotion, determination and dedication to achieve the zenith of success and my faith in systematic hard work and positive attitude.

**Experience:**

1. Worked as a ***Site Admin Clerk in*** ***Petroserv Limited Company, Qatar*** since 06 Sept. 2017 to 10 July 2019.

**Job Responsibilities:-** Take care of equipment & personnel on site. Keep update training matrix & HSE related documents, perform all Data Entry work & update the reports in SAP system on daily basis, prepare monthly invoice. Keep update all records & material inventory. Prepare id badge & site gate pass for the workers. Coordinate with senior management & Manpower Planning according the Job. Provide HSE Training to the site workers. Handle Mobilization & arrange vehicle for the workers to the site. Coordinate with logistic & transportation department. Coordinate with Camp Office & reporting Manager. Coordinate with client on site & arrange the material as per client requirement. Manage Site Office & Office Equipment & arrange maintenance work.

1. Worked as a ***Administration Assistant*** on a ***Shutdown Project of Abudhabi Fertilizer Fertil*,** *Al-Ruwais, Abu Dhabi, U.A.E*. on the payroll of *Doosan Babcock* since 3rd Oct to 10 Dec. 2016.

**Job Responsibilities:-** Site based Data Entry work, Keep maintain the records of Manpower & arrange Safety Training for them, Coordinate with Transportation department. Handle Warehouse Material Movement work & HSE related work. Prepare Weekly reports & Keep maintains all Office equipments. Assist the senior Staff & Handle all paper work.

1. Worked in Qatar *RasLaffan on a* ***Shutdown Project of Qatar Shell GTL*** as a Administration Assistant on the payroll of *Madina Group (QISC)* from 30 Dec.2015 to 30 March 2016.

**Job Responsibilities: -**Coordinate with service Companies & generate Site Access Pass after safety training. Keep maintain all Paper work related to the Safety Training. Check the Chemical & Tools inventory on weekly basis. Generate Monthly reports &performs a wide variety of professional level administrative support duties involving planning, Data Entry, facilities, HSE, equipment. Identify problem areas, determine solutions and implement changes.

1. Worked on ***Saudi Aramco’s Onshore Gas Rig*** *DPS-43* as a **Rig** **Admin Clerk** since 12 June 2013 to 12 July 2015 on the payroll of ***Al-Falak Electronics Equipment LLC, Saudi Arabia***

**Job Responsibilities:-**Order Chemical & Equipment according the Drilling Program, Approve material invoice in SAP on behalf of Rig Forman, Fill up the reports in SAP System. Keep update the Tools & Bit & Jar - Shock sub inventory, Keep maintain the Rig Office filling system & prepare monthly reports. Handle all Logistic work (Loading & Offloading materials), coordinate with Service Companies. Keep maintain the records of POB. Handle the field work also according the Safety rules.

1. Worked in *Ministry of Health & Family Welfare, New Delhi* as an **Admin Assistant (CTD)** since 28th April, 2011 to 31st Dec. 2012.

**Job Responsibilities:-** Keep maintain the files & letters, Keep update the appointment schedule, Noting & Drafting, Coordinate with Store’s staff, Data Entry work, keep maintain the office & prepare the meeting reports on monthly basis etc.

1. Worked with *Shri Ram Murti College of Engineering and Technology* As a **Admin Assistant** since 20 Aug, 2008 to 25 April, 2011.

**Job Responsibilities:-**Keep maintain the records of the Students as well as college staff, Keep maintain the files & letters, Handle the query of the Students & staff.

**Qualification:**

1. M.A.fromM.J.P. Rohilkhand University Bareilly in 2006
2. B.A from M.J.P. Rohilkhand University Bareilly in 2004.
3. Inter from H.S.I. Inter College, Budaun, U.P. in 2001.
4. High School from H.S.I. Inter College, Budaun in 1997.

**Technical Skills:**

Excellent knowledge of Computer Applications like SAP, Oracle, Outlook, MS Excel & MS Word.

**Personal Details:**

Father’s Name : Mr. QurbanMohd

Date of Birth : July 16, 1983

Nationality : Indian

Marital Status : Married

Permanent Address : FarshoriTola, Budaun, U.P. India

Phone No. **(Home)** : +91-**5832-220346 / 9837280746**

Language Known : Hindi, English, Urdu & Arabic

**Passport Details:**

Old Passport Number : G3472494

New Passport Number : P5157081

Date of Issue : 28 / 12 / 2016

Date of Expiry : 27 / 12 / 2026

Place of Issue : Bareilly (U.P.), INDIA

### *(ZUBAIR MOHD. ALAM KHAN)*