

Curriculum Vitae

Name: Fareed Kanwal
Nationality: Pakistani
Date of Birth: March 13, 1976
Marital Status: Married
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Present Location: Fudhailah Saudi Arabia



OBJECTIVE:

I am seeking a challenging position to handle responsibilities that would enhance my professional and administration advancement with the Company that offer very good opportunity for having additional responsibilities in line with my education, experience and training. To work diligently, keeping in mind the highly competitive corporate world where innovative strategy and a progressive outlook are necessities towards career advancement. Currently I am geared to contribute aggressively towards company success. I sincerely believe that this objective can be achieved by putting in my best.

Educational Background & Certifications

- 1990-1992 Matriculation
- Jinnah Efficiency High Secondary School Sialkot Cantt - Pakistan
- 1994-1996 Intermediate
- Board of Intermediate – Lahore, Pakistan
- Certification & Diploma
- 1994-1995 Diploma In Secretarial University of Punjab –Lahore, Pakistan
- 1995-1996 Diploma In FoxPro2.5 University of Punjab –Lahore, Pakistan
- 2001 - 2006 Health and Safety Civil Defense Organization Government of Pakistan.

Professional Experience

- Worked with Industrial Instrumentation & Control Systems. (IICS) – Al Khobar, KSA.
- 1 November 2015 to 15 March 2016. (IICS)
- Worked as Project Coordinator in Company Head office.
- 1 August 2015 to 29 October 2015. (IICS)
- Worked as a Work Permit Receiver at Saudi Aramco Khursaniyah Gas Plant.
- 15 January 2015 to 31 July 2015. (IICS)
- Worked as a Project Coordinator & Work Permit Receiver at Saudi Aramco YANBU NGL.
- 13 October 2014 to 12 January 2015. (IICS)
- Worked as a Project Coordinator at Al-Khobar Water Desalination Plant with SIEMENS.
- 4 May 2014 to 12 October 2014. (IICS)
- Worked as a Project Coordinator Ras-Al-Khair Power& Desalination Plant a joint venture of SEPCO, Pöyry & SWCC.
- 21 December 2013 to 3 May 2014. (IICS)
- Worked as a Project Coordinator at Manifa Causeway Project of Saudi Aramco.
- 13 April 2013 to 20 December 2013 (IICS)
- Worked as a Project Coordinator at Ras-Al-Khair Power & DesalinationPlant a joint venture of SEPCO, Pöyry & SWCC.

Other Project in Kingdom of Saudi Arabia

- Alfanoor for Harmian High Speed Rail Project Hamdania, KSA worked as Document Controller. Ocrim for Grain & Silos & Flour Mills Organization Khamis Mushayt, KSA as Document Controller.
- 29 May 2019 to Present with Gulf Consolidated Contractors Co. (GCC)
- Working as Project Coordinator handling Project Onshore Maintain Potential Programs Saudi Aramco (OMPP-SA) at Al-Salmiyah.

Employment History in Pakistan

- Dec 2018 to Mar 2019
- AS Sports Sialkot Pakistan as Export Officer.
- Feb 2018 to Nov 2018
- Atlas Sports Sialkot Pakistan as Accounts Officer.
- April 2017 to December 2017.
- Shipway Logistics Sialkot Pakistan as Accounts Officer.
- April 2016 to March 2017.
- Xpert Communications “Warid Telecom” Sialkot Pakistan as Admin Officer
- May 2005 to July 2012
- Xpert Communications “Warid Telecom” Sialkot Pakistan as Admin Officer / Coordinator
- April 2001 to May 2005
- Leather Field (Pvt) Limited, Pakistan as Section Coordinator
- April 1999 to October 2000
- Forta Industries Pvt Ltd as Secretary/Admin Assistant Export
- January 1998 to March 1999
- Prima Sports Supervisor in Cutting and Mixing/Sorting Section
- September 1995 to December 1997
- Pakistan Cargo PVT Ltd. Front Desk Office

Scope of work during professional career.

- Three years of functional experience of coordination projects.
- Pro-found ability to interface and coordinate scopes of projects.
- Highly experienced in tracking and reporting on specific projects and assumed deadlines.
- In-depth knowledge coordinating activities between the operations departments. Strong projects management skills.
- Demonstrated ability to research and consolidate information.
- Ability to maintain confidential information.
- Excellent organizational and time management skills.
- Arrange the meeting within the site with Supervisors and departments head.
- Daily Based Computerized reporting to the Saudi Aramco Concern departments.
- Daily work procedure handling documentation.
- Arrangements of Store Requirements Items, received the daily site requirements and send to concern for arrangement.
- Assist with planning projects. Ensure all commitments are met in accordance to the goals and objectives of the project.
- Prepare reports on project financial aspects and progress. Assist with project closure activities.
- Manage and coordinate change activities.
- Preparation of monthly progress reports. Preparation of Payroll slips on daily basis and update all data in SAP.
- Daily work procedure handling documentation.
- Electrical work documentation. Electrical Control Panel diagrams handling
- Production work documentation.
- Warehouse record maintenance.
- Bank reconciliation, Party accounts and ledger reconciliation. Petty and in-hand transactions.
- Arrangement of Meetings with clients.
- Implementation of Minutes of Meeting.
- To Update Sales Record Maintain Market Sales and Expand the Sales Network.
- Maintain All Sort Of Outdoor Indoor Sales Record.
- Preparation and handling of pay roll rules and time sheets.
- Export Documentation, Corresponding, WeBOC activities.