



PERSONNEL DETAILS

Name : Parameshwaran
Other Name : Usman (Converted to Islam)
Father's Name : Chandrasegaran
Date of Birth : 13/11/1989
N.I.C. N : 893182136V
Passport : N4594227
Nationality : Sri Lankan
Gender : Male
Marital Status : Married

CONTACT

📞 Mobile No. 00966-505357635
✉ E-Mail: parameshjegan47@gmail.com
WhatsApp: 00966-505357635
Twitter: parameshjegan47

PROFILE

Dynamic and well experienced with excellent Management & Communication skills seek a position of Secretary/Executive Secretary. Worked as Secretary for 9+ Years in Saudi Arabia with initiative and project management skills and performed Secretarial, HR, Administrative & Accounts tasks in various sections.

WORK EXPERIENCE:

Executive Secretary

Sep. 2012 – Till Date

Salem M. Hadi Al-Zlaid & Sons Co (SZCC), Ras Tanura, Kingdom of Saudi Arabia

- Preparation of Monthly Salary, Time Sheet, Receipt Vouchers, Employees Bonus, Service and Benefits.
- Preparation of Aramco Project Invoices (Partial/Progress & Final Payments) and Sub-Contract and Supply/Hired Manpower Invoices.
- Preparation of Commercial & Technical Proposal, Price Inquiries (RFQ), Quotation (QT), Request for Inspection (RFI) and etc...
- Preparing Payments, Analyzing and keeping records of outgoing & incoming accounts of Saudi Aramco and Sub-Contract Projects.
- Communication with agencies in Sri Lanka, India, Nepal, Pakistan, Egypt and Philippine on recruitment of manpower, documents preparation as per requirements and dealing with Embassies.
- Maintain and records of 100+ employees' (Saudis & Non-Saudis) Personnel Files, Passports, Resident ID, Certificates, License and etc...
- Receiving and responding to emails, phone calls, fax and etc...
- Initiating/Requesting, Scheduling, Organizing Employees' Aramco IDs & Vehicle Stickers on Saudi Aramco Portal (SAP).
- Receiving and acknowledging Job "X" Meetings Invitations/SOI and Submitting Bid Proposals through SAP Ariba E-Marketing.
- Scheduling and organizing General Manager & Project Managers' Meetings/Appointments
- Organizing and maintaining office systems
- Organizing Employees annual vacation/exit, coordination with travel agencies on air ticketing
- Organizing petty cash and recording

Programme Coordinator/Teacher

Dec. 2011 – Mar. 2012

Tea Leaf Vision, Upcot Road Maskeliya

- Coordinating with Government School Principles and other local authorities and demonstration of Community English Programme (CEP)
- Planning and allocating Student Teachers and Teachers for CEP centers
- Teaching IT for Main Diploma Students (18-24 Years olds), English Grammar for Government School Students (Grade 11) and Private Institute
- Organizing and allocating staff for CEP, Business Fair, Talent Show, Speech Conference and etc...
- Coordinating with many Private Companies around Sri Lanka and conducting Yearly Job Fair

RESIDENT ADDRESS

Ras Tanura,
Kingdom of Saudi Arabia

PERMANENT ADDRESS

Mottingham Division,
Brunswick Estate, Maskeliya

LANGUAGES KNOWN

Tamil : Written & Spoken
English : Written & Spoken
Sinhala : Spoken
Hindi : Spoken
Arabic : Spoken
Malayalam : Spoken

PROFESSIONAL QUALIFICATION:

Diploma in Business Management (Will be Completed in Sep, 2022)
ISBM College, India

**Diploma
In Human Resources Management (HRM)** Jan. 2021 – Jun. 2021
ICBT Campus
Colombo, Sri Lanka

**Advanced Diploma
In English and Leadership & Management** Jan. 2011 – Dec. 2011
Tea Leaf Vision Center for Professional Development
Upcot Road, Maskeliya

**Diploma
In Professional English** Jan. 2010 – Nov. 2010
Tea Leaf Vision Center for Professional Development
Upcot Road, Maskeliya

EDUCATION QUALIFICATION:

**Advanced Level (A/L)
In Arts Stream** Aug. 2007 – Aug. 2009
S.T. Joseph College, Maskeliya

- Geography : B
- Tamil : A
- Political Science : C

Ordinary Level (O/L) Jan. 2006 – Dec. 2006
Mottingham T.M.V, Maskeliya

- Language & Literature T: A
- Social Studies & History : A
- Health Science : A
- Agriculture : A
- Religion (Saivism) : B
- English : B
- Social Science & Tech. : B
- Tamil Literature : B
- Development Studies : B
- Mathematics : C

COMPUTER SOFTWARE KNOWLEDGE:

- MS Office (Word, Excel, Power Point and Project)
- Graphic Design and Computer Software
- Use of Internet Search Engines and E-Mail
- English Typing (50+ W.P.M)

REFERENCES

R. S. Gobinath

Manager
Salem M. Hadi Al-Zlaid & Sons Co (SZCC)
P. O. Box No 7, Ras Tanura,
Kingdom of Saudi Arabia
Mobile No. 00966-570398649

Tim Pare

Programme Director (UK)
Tea Leaf Trust (UK)
Telephone No. 0094523051840

PASSPORT DETAILS:

Passport No. : N4594227
Expire Date : 16/07/2022
Issued Place : Colombo,
Sri Lanka

KEY SKILLS:

- Team Worker
- Attention to Details
- Customer Focus
- Verbal Communication
- Business Management
- Account Management
- Self Motivated
- Fast Learner
- Adaptable
- Hard Worker
- Commitment
- Time Management

EXTRA CURRICULUM ACTIVITIES AND AWARDS:

Intern Manager. Jun. 2011 – Nov. 2011
Tea Leaf Vision Center, Community English Programme (CEP)

Student Entrepreneur and Chairman Jul. 2010 – Aug. 2010
Tea Leaf Vision Center, Business Event

Individual Service Project 2009 & 2010
S.T. Joseph College, Maskeliya
Tea Leaf Vision Center, Maskeliya

PROFESSIONAL SUMMARY:

To join a growth-oriented organization where I can effectively contribute my management skills for the growth of the company as well as myself.

DECLARATION:

I hereby solemnly declare that the above given data are true to the best of my knowledge and beliefs.


C. Parameshwaran (Usman)

Date: **Tuesday, July 19, 2022**