

CURRICULUM VITAE



M. MOHAMED HABEEB
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Looking for the Position: Site Administrator / Admin Officer / Administrative Jobs (13 Yrs. Exp)

Career Objective:

To be in association with a dynamic and professional company wherein quality, hard work and efficient work is recognized to secure the career growth. To work hard and give the best from the utmost skill I possess and dedicate myself to the company and its needs.

EXPERIENCE IN GULF: 12 Years

YEARS OF EXPERIENCE (GENERAL): Over 13 Years

PERIOD	POSITION	COMPANY	PROJECTS	CLIENT / OWNER
Nov-2017 to Feb-2021	Site Administrator	Kettaneh Construction Saudi Arabia Ltd. AL KHOBAR - KSA	Ras Tanura Refinery Clean Fuel Project	Tecnicas Reunidas KSA- (EPC contractor) / SAUDI ARAMCO
Jan-2017 to Oct-2017	Site Administrator	(NBTC) Naser M. Al-Baddah & Partner Gen. Trdg. & Cont. Co. W.L.L KUWAIT	KNPC Al-Zour New Refinery Project.	FDH-JV (Fluor, Daewoo & Hyundai – Joint Venture) Kuwait National Petroleum Co.
Oct-2015 to Oct-2016	Admin Officer	Al Boroj Alkhaleejiah for Contracting Co., JEDDAH-KSA	SWCC Yanbu 3 Project & Madina Airport Substation.	ZAMIL Projects & Cool Care- Western Region
Aug- 2011 to Oct -2013	Administrator	Kettaneh Construction Emirates L.L.C ABU DHABI - UAE	Borouge 3 LDPE Plant –Civil work L3 Unit & Buildings, Ruwais -Abu Dhabi	Tecnimont Samsung JV-TSJ Ltd./ Abu Dhabi National Oil Company (ADNOC)
Dec- 2006 to May- 2011	Office Administrator	Kuwait Controls Co. Engineering &Contract - KUWAIT	Al-Zour South Power Station - KUWAIT	MEW- Ministry of Electricity & Water, KUWAIT
Jun-2005 to Dec-2006	Office Administrative-Asst.	TVS Sri Chakra Pvt. Ltd – INDIA	Manufacturer of Motorcycle Moped Tyres	Marketing and customers

Educational Qualification:

- **Degree in Bachelor of Computer Science (B.Sc., CS):** Conducted by Madurai Kamaraj University of Tamilnadu, India in the Year 2002 – 2005. **(Attested by Ministry of Foreign Affairs in Saudi Arabia)**
- **Diploma in Office Automation (D.O.A):** Conducted by Dotcom Computer Education in Tamil Nadu - 2006.

Technical Skills:

Experience in ERP (Enterprise Resource Planning) System

Experience in QB version Pro 2014 (Quick Book – Accounting Software)

Computer Skills: Proficient in Microsoft office, System formatting, troubleshooting, Software Installations, browsing on internet, e-mail.

1. Company: KETTANEH CONSTRUCTION – SAUDI ARABIA

Designation: Site Administrator

Reporting to: Project Manager / HR& Admin Manager / Construction Manager

Main Task & responsibilities are

Responsible for day-to-day general administration of organization, assisting executives and supporting of staff teams.

- Organizing and handling of administration daily activities and scheduling of site operations.
- Planning and coordinating with site management (Project manager, construction managers & section engineers) for daily site operations as well collaborating with different departments.
- Participate with client meeting related to admin dept. and other site issues of **Saudi Aramco** Refinery access, material gate passes and to comply as per client requirements.
- Preparation of Manpower Forecast and workforce Re-assignments for site mobilization & de-mobilization as per site requirement and collaborate with **project management team and HR/Admin department**.
- Handling and involving of **site mobilization & demobilization** of company employees & **Rental Equipment's & employees** (*Aramco approved Riggers, Scaffolding supervisors, Equipment Operators, QA/QC inspectors and other Skilled personnel*) as per site requirements and collaborate with HR and Procurement dept. regarding rental suppliers contract agreement, related to personnel issues, accommodation and Time sheets.
- Handlings of office correspondence email, letters, official documents and coordinate with Client office and to follow up for personnel **Saudi Aramco ID** & process of **Aramco vehicle sticker appointment** for construction/logistic/transport vehicles and other daily activities.
- Issuance of site Memo's, Warning letters against site work violators & Traffic violators and to take necessary actions. Implementing company rules and regulations among the staff as well as client requirements at the site.
- Maintaining records and keeps confidential files & documents, Subcontractors agreements and other miscellaneous documents.

- Preparation of **(F.R)** field requests for monthly office stationeries, **I.T** requirements, pantry items, HSE dept. supplies and Instructing Store keeper to prepare PPE's for employees & other site requirements and to follow up with procurement department for approval and status of material delivery.
- Processing and handling of company personnel, Rental & subcontractor employees **Saudi Aramco Safety orientations** and Saudi Aramco Refinery required trainings through the client (**Tecnicas Reunidas – KSA**)
- Monitoring of subcontractor site cleaning activities of Sewage collection & Skip removal. Verifying and approve of their vehicle service trips through HSE dept.

Aramco ID Office/Refinery Access/ HSE Trainings/Traffic violations related duties:

- Processing of personnel **Saudi Aramco ID preparation** & Retrieval and **coordinate with P.R.O for all related work of Aramco ID office**. Responsible of concrete vehicles, transport & logistic Vehicles Aramco new/renewal/cancel Sticker process & vehicles inspection at Saudi Aramco ID office.
- **Responsible of processing Saudi Aramco Refinery Access** for (personnel/ visitors / suppliers / third party concrete vehicles) in order to enter at Aramco refinery and coordinate with our client if any access issues.
- Processing of **Exit material gate passes** as per site requirement (Construction materials/Mechanical/ portable machineries and Equipment's) for to take out from Saudi Aramco Refinery (ARAMCO).
- Apply of candidates **Aramco exam center Access** for different locations in KSA to attend **Aramco Work permit written Exam, Operators performance test** and to arrange their required facilities as per schedule.
- Coordinate with HSE department for **personnel trainings (work @ Height, confined space entry, Hole watchman, Defensive driving, Flagman, Fire watch, Hazardous waste management and Excavation competent person)** and organize employees to carry out required trainings and to comply with ARAMCO safety requirements.
- Investigate and handling of **Aramco site violation issues (Traffic violations, Work permit violations etc.)** through the HSE dept. and smooth coordinate with client to solve issues.

Handling of Personnel related duties:

- Follow-up regarding **employees Iqama renewal, leave application, Exit Re-Entry visas, Air ticket booking, Vacation / Final settlement and other personnel issues** and to coordinate with HR & Admin dept. and Accounts dept.
- Organize employees facilities during extended hours, holidays, Fridays and emergency site work. Verify and to approve of staff attendance register & employees O.T requests.
- Monitoring and verifying of staff attendance and preparation of daily & weekly manpower report and submit to the client.
- Distribute of employees evaluation sheet to concern department Managers, Engineers, Supervisors & Foremen and preparation of evaluation summary and to submit to HR dept. with project manager approval.

- Handling and arranging of medical employees transportation from site/ camp to hospital and monitoring their reports / sick leaves by camp male nurse. Solving of medical insurance card issues and keep record of insurance provider list and contract policy.
- Scheduling and arranging of vacation employees transportation and to instruct transport in-charge to drop & pick from camp to Airport and other facilities.

2. Company: Naser M. Al-Baddah & Partner Gen. Trdg. & Cont. Co. W.L.L (NBTC) – KUWAIT

(Site: KNPC Al-Zour New Refinery Project)

Designation: Site Administrator

Reporting To: **Project Manager & Construction Manager**

Monitoring and controlling the following aspects:

- Managing of Office / Site day to day general activities and arrangement of site facilities such as food, drinking water, portable lavatories etc.
- Maintaining master file of site manpower status with employee's accommodation details
- Preparation of monthly manpower report, manpower abstract and assist planning department
- Preparation of Equipment's idle report, Monthly Utilization report & Fuel report.
- Responsible of employees, vehicles & Equipment's gate passes and request to apply new/ renewal gate passes through Mandoop and Monitoring of gate passes expiry.
- Arrange and provide company mobiles, computers & Email ID for require new staffs and keep Users record and maintain company Asset register.
- Solving of IT issues for site office.
- Verifying and checking of employee's attendance sheet.
- Verify and approve of employee's monthly time cards & incentive cards and to get final approval from project manager and forward to Accounts department.
- Solving of personnel issues such as salary deduction, bank card issue, loss of ID cards, etc.
- Responsible for new staffs medical & finger print schedule and Coordinate with HR
- Arrangement of staffs transportation from camp to work site
- Arrange and distribution of employees food, daily basis at site and coordinate with catering.
- Responsible of Employees FDH-JV Trainings (as per client requirement for Oil & Gas Project) (Permit To Work & JSA – STA Training, Work At Height, First Aider, Flag Man, Fire Watcher, Confined Space Entry & Defensive Driving Training.)
Organizing and collecting of nominees list as per site requirement and send nominees to (FDH-JV) HSE training Center for carry out trainings as per schedule.
- Monitoring of site cleaning services (waste and sewage removal from site)
- Controlling and monitoring of pickup drivers for site operations.
- Arranging of office automation maintenance & repair
- Monitoring of employees absenteeism, medical leave, Visa Expiry & vacation details
- Administer the petty cash system for office, site and ensure appropriate record keeping bills & invoices.
- Maintaining of stationery issuance register and stock availabilities

3. Company: Al Boroj Alkhaleejiah for Contracting, JEDDAH – KSA

Designation: Admin Officer

Reporting To: **Project Manager / Director**

- Management of office and project sites related activities.
- Provides assistance and support to the office major problem solving and project planning.
- Coordinate with clients, project manager & site engineers, to arrange site requirements according to the project/contract agreement.
- Arrange & Assist projects schedule and to find solutions for carry out tasks with correct time.
- Organize and supervising Engineers, supervisors and monitoring various site daily tasks.
- Solving of site issues and to take appropriate decision when require.
- Preparation, contribution of new project Quotes, propose and try to get finalize.
- Preparation of Monthly Budget, Customers Receivable & Vendor Payable Lists
- Preparation of project sites Monthly Progress Invoice, Private Customer invoice and to follow up for payment.
- Responsible for pending invoices dues and to follow up our customers until receive payment, collection of checks.
- Consult with site Engineers & supervisors for site requirements and to prepare purchase order for suppliers.
- Responsible for supplier's payment and ensure deliver materials at project sites.
- Handling of petty cash system for office and sites
- Monitoring and responsible of employees Iqama Renewal process, Expiry, Medical Insurance, General organization of Social Insurance.
- Payment through online internet banking for vendors, Iqama renewal, Exit-Re-entry visas, traffic violations, mobile, internet, electricity& Govt. bills.
- Control and monitoring of company vehicles, drives and to avoid misuse of vehicles.
- Maintain office documents and files for each project like (P.O, Quote and Invoice, completion report, project agreements & Statement of Accounts), incoming and outgoing correspondence, letter & fax etc.
- Review and approval of Payroll sheet and employee's incentives, bonus, vacation & settlement dues.
- Knowledge of general accounting principles.
- Organizes and facilitates meetings, conference with customers and vendors.
- Dynamic skill in Budget preparation and fiscal management, organizing resources and establishing priorities.
- Ability to use independent judgment and to manage imparts confidential information.
- Ability to plan, develop and coordinate multiple projects.

Fawaz Refrigeration & Air conditioning LLC, Sharjah-UAE

- Preparation of daily group schedule and dispatching technicians for various sites.
- Reports to operation manager& division manager and discuss with daily operations.
- Monitoring daily complaints and follow up the pending jobs.
- Preparation of quotations and communicate with clients and customers.
- Sending quote to the clients through email, fax and follow up the approval process.
- Maintaining daily job card files, variation work files and job completion reports.
- Handling of correspondence incoming / outgoing emails & letters.
- Monitoring of workshop daily activities, Checking and approval of store vouchers.

- Handling of office petty cash expenses, employees incentives & vehicle and fuel bills
- Performing administrative and office / site all support activities.
- Responsible for site operations, vehicles and drivers.
- Scheduling of meeting for clients, customers with manager.
- Follow up all sites pending jobs until completion of work.
- Preparation of monthly reports for each site. Responsible for implementing "Site Policies"
- Contribute of arranging materials and deliver to required sites.
- Arranging weekly tools box meeting, safety meeting for employees and to implement the company policies among the workers.

Kettaneh Construction Emirates L.L.C, Abu Dhabi – U.A.E

Kuwait Controls Co. Engineering & Contracting - Kuwait

- Managing projects and coordinates with client, attend meetings, scheduling appointments
- Preparation of MIS reports and submits to the managing director & project manager.
- Managing mobilization and demobilization activities of employees, vehicles, machineries and equipment's on site.
- Responsible for managing equipment's, labors, technicians, operators, drivers & other relevant staff in day to day operations as required by the company.
- Maintains accurate up to date comprehensive and confidential files and records, computerized track of all incoming and outgoing correspondence for easy retrieves.
- Verify & Approval of Material supplier's invoices along with correct support documents for (Orig. Invoice, delivery note, copy of purchase order **(P.O)** and store receipt voucher **(SRV)**
- Verify and approval of Rental Manpower & Equipment invoices according to the time sheet.
- Monitoring of department requirements and coordinating with the management and staff.
- Supervises / Lead the team of supervisors and all site Drivers, Operators & General Labors for Site Job.
- Manage payroll and ensure accurate, timely, efficient distribution of salary & incentive to the employees
- Handling of Personnel dept. related documents, employees passport, their dependents and obtain Civil ID's, Gate passes, Health Cards, renewal of passports.
- Maintains the employee data, cost code, attendance list and daily manpower list at site.
- Handling the petty cash expenses for the site and assists the accounts department regarding the financial issues.
- Handling the departments of travelling, shipping, purchasing and monitoring the daily activities of store (Material receipts, deliveries and daily requests).
- Handling of office stationery purchase and to distribute.
- Handling of insurance documents for employees, equipment's and vehicles registration renewal and addition deletion processes, Traffic fines and process of accident reports to the insurance company.
- Preparation of Purchase service requisition (PSR) for various projects
- Preparation of Inquiry for quotation (IFQ) and purchase order (P.O)
- Handling the queries & Maintains of purchase order files for various projects

- Conduct the Safety Induction Training programs, Safety Classes, Safety & Stand down meeting for all staff and labors at site.
- Organize HSE Daily Tool Box, Weekly, Monthly Committee meetings.
- Manages the daily supplies like drinking water, pantry items, skip removal garbage, sewage, chemical toilets and safekeeping of inventory items for Site Operations.
- Tracks office supply inventory and approves supply orders when needed.
- Giving suggestions to the management on the overall functioning of Site.
- Storage and safekeeping of computer and other office equipment such as printers, fax machine, telephone and stationery items.
- Perform a series of secretarial functions for the committee and provide additional services depending on the individual policies of the institution.
- Preparation of R.F.M (Request for Materials) and R.F.Q (Request for Quotation) for the Mechanical division, (Purchase and Imports Dept.) Ministry of Electricity & water.
- Inviting Quotations from local and international suppliers.
- Preparation of correspondence letters, memo's, faxes, etc., to concern companies and contractors. Co-ordinate with clients and contractors through e-mails.
- Inventory and issuing the materials to concern department and preparation of stock list available in store for mechanical maintenance division
- Maintains R.O.I (Record of Inspection) report files, (about Mech. Spare parts delivery).
- Preparation of Material request, update the stock statements for mechanical division by co-ordinate with planning dept.
- Create and maintains reports and records, such as recommendation for solution of administrative problems, financial reports, applications, reports and administrative orders.
- Maintain close supervision on the daily functions of the staff, ensuring productivity and checking the quality of the output and supervises all administrative personnel
- Assists office staff in maintaining files and databases.
- Monitors day to day office and site operations and preparation of daily production statements.

Personal Strength: Having strong interpersonal and project management skills, ability to prioritize tasks are important, time management, business communication, administrative, organizational, decision making and problem solving skills, flexible and adaptable to work under pressure.

PERSONAL PROFILE:-

Name: M. Mohamed Habeeb

Born on: 24/01/1984 Marital status: Married

Passport No: T8234540 **Place of Issue: RIYADH** Date of Expiry: **08-Sep-2029**

Nationality: INDIAN

Languages Known: English, Hindi, Arabic, and Tamil

(M. MOHAMED HABEEB)