JALEEL C

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**Objective**

 Seeking a challenging position as a **“Project- Site Administrator/Admin Assistant/General Service Staff/Contract Admin Assistant”** which am I can utilize on my experience. I as a person am very hard and earnest worker. I work great under pressure. Should I be given the opportunity to serve in an organization I can prove myself to be considered to be one of the best.

**Experience**

**9 years’ worked with Multinational EPC Contractor’s in Their Oil & Gas / Power Plant Projects in**

 **Saudi Arabia, Kuwait & Qatar**

 **6 years worked with Civil & Mechanical Contractor’s in UAE & Bahrain**

 **11 Months (**Feb-2019 – Dec-2019) Worked in **DAEAH E&C** (Korean Based EPC Sub-Contractor) Behalf of **HYUNDAI E&C** as an “**Administrative Assistant**” in EDRF / UGP Project in UTHMANIYA, AL-HASSA, Kingdom of Saudi Arabia, a Project of **Saudi Aramco**.

 **4 &½** years (2011~2016) worked in **SK E&C** (KoreanBasedEPCMainContractor) as an “**Administrative Assistant / Site Admin In-Charge”** in **“Wasit Gas Plant Project” PKG # 3,** in Kursaniyah, Jubail, Kingdom of Saudi Arabia, a project Of **Saudi Aramco**.

**21Months** (2008~2009) in **LAHOUD E&C** (Lebanese Based EPC Sub-contractor) Doha, Qatar worked as an ”**Administrative Assistant”** in **“Messaeed 2000 MW Power Plant Project “@ Messaeed Industrial City** in, Doha Qatar. A project of IBERDROLA S.A. - **Qatar Petroleum**

Involvement in daily site / Office works and Active support and co- ordination with Entire Project management

**Duties & Responsibility’s**

* Assisting the Managers (HR/GA)/ Admin team / Other All departments & site members as needed
* Assisting to the new employees for their Safety induction and Arranging their PPE’s & Preparing the Gate Pass (ID)
* Arranging the new employees Work space, Biometrics, Punching Card, Uniform and IT requirements
* Provides the Orientation to the new Employees about the Company / Project HR Policy/ Rules & Regulations
* Answering the employees query Related to HR / General Administration
* Provides the information’s to Employees for their Visa Medical/ Finger print for obtain the Labor Card / Work Permit
* Preparing and Processing the WPS and Assisting the Employees to get their Bank account for Salary Transfer
* Arranging the Conference / Meeting Room with All Necessary Items (Writing Pad, Pen, Refreshments Etc…)
* Active Coordination with Sub-Contractor’s / Manpower / Equipment Suppliers for the Mobilization / Demobilization
* Arranging / Controlling the Vehicles & Drivers
* Arranging the Special Event’s for the Employees (Birthdays, Achievements Etc…)
* Controlling the Overtime for Office boys & Drivers
* Arranging & Monitoring the Site Utility’s Facility’s (Diesel, Water, Sewage, Skip etc…)
* Ordering / Issuing & Maintaining the Office Supplies & Stationery’s Including the Client Office Requirements
* Arranging the Furniture / Office Equipment’s and Preparing the Asset Inventory including the Client Office
* Arranging the Food ,Accommodation & transportation for Staffs & Technicians
* Arranging the Staffs telecommunication facility’s (Cell Phone / SIM Card / Re Charge Cards & Preparing the Project Staff Directory)
* Preparing the Employees Payroll / Time Cards
* Preparing the Site Expenses / Payment Applications and Follow up with Accounts Department
* Well Experience in Accounts / Finance Department Related Jobs & Handling the Petty Cash
* Preparing the Material Gate Passes and Follow up with Client for Approval
* Arranging the Employees E Tickets & Assisting to their Arrival & Departure
* Coordination with Accounts / PCM / IT Departments
* Office and Premises keeping Clean and Tidy
* All other Assorted General / HR Administration Duties assigned by Managers

**1 &½** years (2016~2018)Worked **in SK E&C** (KoreanBasedEPC MainContractor) with Prime Contract Team as a “**Contract Administration Assistant / PCM -Technical Assistant”** at **“JGSK – Clean Fuels Project”,** in Mina AL Ahmadi (MAA), State of Kuwait, a project of **Kuwait National Petroleum Company**.

**Duties & Responsibility’s**

* Assisting to the PCM /Contract / Cost Managers
* Preparing the Change Order Request (COR)
* Preparing the Cost Estimation & Engineering Cost Summary based on Engineering Construction Cost
* Coordinating with Engineering Management & Costing team for the Engineering & Construction Cost preparation
* Preparing the / Drafts / Letters and replying to Client
* Preparing the Claim Letters and related Correspondences summary
* Verifying / comparing the COR Material Price and Construction Activities unit rates with Back-up documents (Material PO’s/Quotation and Engaged Sub-contractors unit rates)
* Follow up with Client / PMC for the Pending COR Approval
* Updating the COR Log file (Internal & Master)
* Coordinating with Documents / Logistics and COR related all other departments
* Arranging the Vendor / Supplier Engineers for Site Works as per Engineering Department Request
* Dealing with Vendors / Suppliers (Inside & Outside Country’s ) related to their Service @ Site (Supervision of installation, Testing , Commissioning & Training)
* Arranging the Vendors / Suppliers Engineers for their Arrival / Departure, F +A+T, & HSE Requirements
* And all other PCM / Contract related jobs assigned by Managers

 **1 year** (Mar- 2006 – Feb-2007) in **Poullaides Const.Co. W.L.L**. (ISO 9001 Certified) Manama, Kingdome of Bahrain. Worked under Administrationdepartment as a “**Storekeeper & Time keeper”** in ̔**Aluminum Production Plant (ALBA) Project̕** in **Kingdome of Bahrain**

**6 years** (1999 – 2005) in **Al- Habtoor Engineering. Dubai, U.A.E**. (ISO 9002 Certified) worked as an Administrative Staff in Head Office & worked as “**Store Keeper &Time Keeper”** in ADNOC & NBAD Project @ **Abu** **Dhabi, U.A.E.**

**Duties & Responsibility’s**

* Making the Site material requisition and arranging material on site
* Making the Site material receipt
* Receiving and issuing the material & Ensuring the material is not misusing
* Checking the material Quantity & Quality and verifying with S.M.R / L.P.O / D.N
* Maintaining the stock register and keeping updated in system
* Making the Material Transfer Note / Order and Preparing the Gate pass
* Handling the petty cash and Preparing petty cash expenditure
* Active Support and Co- Ordination with Q.S., QA/QC Dept. & Coast Control Dept.
* Store and store records keeping as per ISO 9002 Quality assurance system
* Keeping tools and machineries in good working Condition
* Proper Maintenance for Fixed Assets (Furniture, Computers & Other Machineries )

**Communication Skills /Languages known**

English – (Read, Write, Speak – Full Professional Proficiency)

 Arabic - (Read, Write, Speak - Full Professional Proficiency)

 Hindi - (Read, Write, Speak - Full Professional Proficiency)

 Malayalam - (Read, Write, Speak - Native)

 Tamil, & Urdu- (Speak Fluently)

 Tagalog / Filipino (Basic)

**Educational detail**

 Bachelor Degree B.Com, (Drop-Out) from university of Calicut

**Technical skills**

 Diploma in Hardware & Networking (NSDC Government Of India)

Advanced diploma in computer Application (A.D.C.A)

 MS Office (Word, Excel, Power Point, Internet, Outlook, Email etc.…)

 Well Versed in Access I Pro Web, PDF X changer / Editor

Familiar with office Equipment’s Operations and troubleshooting & Maintenance (Scanner, Xerox Machine & Plotter etc...)

Basic Knowledge of I.T Troubleshooting & Maintenance (hardware and

Networking) & installation of Hardware & Software (OS/AS)

**Courses Attended**

Safety induction course in Aluminum Bahrain (ALBA), Qatar Petroleum, KNPC & Saudi Aramco

 ERP / SAGO Training Attended in Saudi Aramco UGP Project

 FOSTAC (Food Safety Training and Certification) By FSSAI – Government of India

**Personnel information**

 D.O.B : 01 – 05 – 1979

 Nationality : Indian

 Marital status : Married

 Passport no : P1007970

 Valid up to : 27 / 06 / 2026

 Salary Expectation : Negotiable

 Notice Period : Not Applicable / Currently Unemployed

 Availability to Join : Immediately

 Permanent address : SHAIKH,

 MANANTHAVADY, WAYANADU, KERALA, INDIA