

**PERSONAL DATA**

* Date of Birth:

**15thDec 1989**

* Gender:

**Male**

* Civil status:

**Single**

* Religion**:**

**Islam**

* Nationality:

**Sri Lankan**

* Marital Status: **Single**
* Visa Status:

**Visit Visa**

**ABILITIES**

* Microsoft Office packages.
* SAP System
* Internet & E-mail.

**SKILLS**

* Good communication skills.
* Good Typical Skills.
* Customer service orientation.
* Knowledgeable in Computer –Microsoft Office Excel, Word, Power-point etc.

**Curriculum Vitae**

 **Mohamed**

**Mohamed.149085@2freemail.com**

 **Administration/Hr Assistant**

**CAREER OBJECTIVE**

I would like to join with a leading company and use my knowledge, skills to obtain the useful benefit to the company and myself. Then I able to improve my knowledge have for become a good man So that, I will be able to Perform better in my every work situations as a good hardship man.

**PROFESSIONAL EXPERIENCE**

 **SECRETAR Y / ARAMCO CLERK (**2013 February to 2016 November)

 ARAMCO SUPERINTENDENT K S A.

**DUTIES & RESPONSIBILITIES**

* Update Aramco Daily Drilling Report
* Mail Handling
* Telephone Handling
* Add Mail Distribution List
* Taxi Request For Aramco Employee
* B2b System (Ordering Material Via B2b)
* Prepare E-Leave
* Prepare Monthly Tools & Bit Inventory Report
* Prepare Time Sheet For Aramco Foreman
* Prepare Weekly Highlight
* Prepare Monthly Working Schedule
* Filing Maintenance
* Prepare Drilling Rig Supply Service (Dress) Requests For Materials Via Sap System
* Create Manifest To Backhaul Materials Via Sap System
* Receive Manifest Through The Sap System
* Raise requisitions for ongoing operation and stock requirements.
* Receive & update all stock on system
* Ensure that all equipment is stored on the correct location in a safe manner.
* Mail & Telephone handling
* Send weekly & Monthly reports to Aramco office such as weekly drill report, Weekly HSE leader ship activities, Tools & bits inventory report, Fuel consumption, Water consumption & Monthly HSE Scorecard.
* Maintain Control of the various Inventories
* Maintain the Rig Shared Electronic folder
* Good customer relations to promote the firm
* Update well head parts serial number & part number in system
* Update well material tracking sheet for current well.
* Assisting to Aramco Drilling foreman
* Store keeping
* Order Tools & Bits via SAP System
* Order fuel for Rig (such as Engine diesel & gasoline)

**Curriculum Vitae**

* Knowledgeable in Centralized Business Software – Microsoft Outlook.
* I can speak Fluent (**English, Arabic, Hindi, Malay Malayalam, Tamil, Sinhala)**
* Communicate in English
* Effectively in a courteous manner.
* Work efficiently alone or in teams
* Excellent Time Management
* Keep excellent Relationship with co-workers
* Hard working and Dedicated
* Willing to learn something new day by day.
* Commitment to working safely in compliance with operating procedures and safely policies
* Highly motivated on the works
* Sociable with a pleasant personality.

 **HUMAN RESOURCE DEPARTMENT** June, 2011 to December, 2011 (06 Months).

 AVILLION PORD DICKSON 5 STAR HOTEL IN MALAYSIA.

 **DUTIES & RESPONSIBILITIES**

* Attend any meetings on behalf of the HR Manager/ Officer.
* Assists with the organization of the staff social events.
* Coordinating Hotel Associate events and activities.
* Compiling payroll / Absence data.
* Coordinating HR Dashboard / Statistics.
* Coordinating staff food festivals and entertainment programs.
* Co-coordinating staff daily transportation to and fro from staff accommodation.
* Assist and resolve hotel staff and management queries.
* Updating salary and benefits information.

**EXTRA CURRICULAR ACTIVITES**

* State English Day Completion – 2nd place in speech event in school.
* Has participated in the Asian cities a gains drug conference 2009, organized by Malaysia.
* Highly competitive in all sporting Activities.
* Play volley ball, Cricket and Shotokan karate.
* Physical fitness.
* First- Aid Training.

 **DECLARETION**

I do confirm here that the all information given above are true and correct to the best of my knowledge and I am aware that in the event of this information being found factually, incorrect prior to employment, my application is liable to be rejected and if so found while in employment, I am liable to be summarily dismissed.