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| **NASEEM**  **A versatile professional, targeting senior-level assignments in Project Management, General Administration and Client Relationship Management with an organization of repute, preferably in Overseas (Canada/Australia) / Middle East / India**  [naseem.263084@2freemail.com](mailto:naseem.263084@2freemail.com) |
| knowledge24x24iconsProfile Summary |
| * A dynamic professional with **nearly 14 years** of experience in**Project Management & Office Administration** * Currently working with **AHCEC Saudia Arabia contractual assignment with Sadara Chemical Companyas Project support Supervisor** * Proficient in providing input for preparation of project implementation schedule including field activities & associated interfaces * Skilled at directing, controlling and managing all aspects of the project including in-house engineering, procurement, construction, interfaces, administration functions and all external work undertaken by contractors & consultants * Experienced in maintaining activities in coordination with internal / external departments for ensuring smooth functioning of business operations * Competent in identifying, developing and negotiating with vendors for the procurement of necessary items, supplies and material for the smooth running of operations of the organization * Accomplished, ambitious & dedicated professional with expertise in providing training / development, instruction & consulting |
| edu24x24iconsEducation |
| B.Com. from Calicut University, Kerala, India in 1997  Diploma in Automobile Engineering from Tamil Nadu State Government, India in 2001 |
| core24x24iconsArea of Excellence |
| |  |  |  | | --- | --- | --- | | Project Management | Documentation & Reporting | Liaison & Coordination | |  |  |  | | Team Management | Training & Development | Fixed Assets Management | |  |  |  | | General Administration | Client Relationship Management | Data Management | |  |  |  |   career24x24iconsCareer Timeline    **Jun’06 – Dec’06**Kharafi International Limited, Kuwait  **Mar’03 - Mar’06**HEISCO Heavy Engineering & Industrial ShipyardCompany, Kuwait  **Jan’10 - Apr’12**  Skikda Refinery Rehabilitation & AdaptationProject Algeria,North Africa  **Jul’09 - Nov ’09**ENI Congo (Africa West) Sicim Mboundi Gas GatheringProject  **Since Oct’12**AHCEC Saudia Arabia contractualassignment with Sadara Chemical Company  **Apr’07 -Oct’08**Saipem Saudia Arabia Water Injection Pump Station  **Jan’09 – Jun’09**Punj Lloyd Qatar Strategic Gas TransmissionProject |
| C:\Users\amrita.kaur\Desktop\1664227_logo_1416941621.pngexp24x24iconsWork Experience |
| **Since Oct’12** |
| **AHCEC Saudia Arabia contractual assignment with Sadara Chemical Company as**  **Project Supervisor**  **Key Result Areas:**   * Performing activities such as monitoring documentation & reports, identifying process improvement areas, ensuringdocument master list is being maintained and updated in a timely manner, and so on * Coordinating with Dow clients; understanding their requirements, and building strong working relationships * Meeting the turn-around time for the storage, upload and safekeeping of documents and assuring proper indexing of hardcopy files * Managing the day-to-day production related activities & schedules and allocating work for achieving the monthly production targets * Taking stringent quality measures including preparation / maintenance of necessary documents to ensure compliance with standards and customer requirements * Coordinating projects with accountability for strategic utilization & deployment of available resources to achieve organizational objectives * Coordinating with the travel agent to arrange flights, ground transportation Taxi & Car rental, hotel booking for new hires * Possess sound knowledge in use of spreadsheets, database, word processing and selected job specific software * Developing & presenting reports to management, site personals and sub-contractors * Providing drawings and documents to pre-determined users * Directing the preparation and modification of reports, specifications, plans, construction schedules, environmental impact studies, and designs for project. * Nurturing relationship with clients after project completion to assure future work from the clients. |
| **Highlights:**   * Reviewed project schedule and progress forensuring on-time completion; directed projects worth US$ 1Billion. * Supervised the vendor in for designing & manufacturing for project adhering to contract specifications, international standards & external statutory requirements related to safety, health & environment. * Directed project from conception to completion, brought the project running behind schedule back on track and created & presented an excellent image of the company   C:\Users\amrita.kaur\Desktop\Samsung-6010.jpg |
| **Jan’10 - Apr’12**  **Skikda Refinery Rehabilitation & Adaptation Project Algeria, North Africa**  **as Document Controller Manager** |
| **Key Result Areas:**   * Engaged in administering project oversight, pre-project planning, resource management, scheduling, budgeting, and project status reporting * Managed a team of 4 members, worked as technical liaison between management, employees & engineers, and discussed on-going issues and project details, on-going issues and project details * Recommended solutions to upper management regarding problem, research & resolution * Supported in the preparation of bid packages in both electronic and hard copy form; supervised comprehensive document review process while maintaining a document distribution matrix, maintained deliverable list in Project Document & Material Control (PDMC) access database, and so on * Gathered detailed status reports on documentation from Contractors and provided status on progressive DFO, assisted clients and vendors on technical issues and transmitted required drawings and documents * Directed project team-MDR and ensured all gate documents are identified and uploaded into U-Docs as well as rendered support regarding the projects document control process and organizational policies, procedures and workflows * Interacted with project contractors, supervised turnover and handover process and workflow for all project documentation including project closeout and delivery to operations, and so on |
| **Highlights:**   * Successfully executed Front End Engineering Design (FEED), Detailed Design, and Vendor Documentation through XX measures * Single-handedly tracked project deliverables in a Microsoft Access Database   Previous Experience |
| **Jul’09 – Nov’09 with ENI Congo (Africa West) Sicim Mboundi Gas Gathering Project as LeadDocument Controller/ Administrate Assistant**  **Jan’09 – Jun’09 with Punj Lloyd Qatar Strategic Gas Transmission Project as Lead Document Controller**  **Apr’07 – Oct’08 with Saipem Saudia Arabia Water Injection Pump Station as Lead Document Controller**  **Jun’06 -Dec’06 with Kharafi International Limited, Kuwaitas Lead Document Controller**  **Mar’03 -Mar’06 with HEISCO Heavy Engineering & Industrial Shipyard Company, Kuwaitas Document Controller / Administrate**  **Jan’01 -Dec’02 with American Life Insurance Company, Dubaias Sales Representative** |
| C:\Users\amrita.kaur\Desktop\images.jpgC:\Users\amrita.kaur\Desktop\punj_logo.jpgC:\Users\amrita.kaur\Desktop\Saipem-Logo1.jpgC:\Users\amrita.kaur\Desktop\logo.jpgC:\Users\amrita.kaur\Desktop\GALIC-Logo-CMYK-300x131.jpg    IT Skills  **Operating Systems:** MS Windows  **Office Automation Tools:** MS Office 2000/ 2003, Internet Applications  Autocad Certified, Tally Certified.    Trainings     * Office Administration Training * Life Critical Training * Leadership & Communication * EHS Training Office Safety * Defensive driving |
| personaldetails24x24iconsPersonal Details |
| **Date of Birth:**20th February 1976 |
| **Nationality:** Indian  **Marital Status:** Married  **Languages:** English, Arabic, & Hindi  **Saudi Driving License:** Yes |
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