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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  |
| 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
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| edu24x24iconsEducation |
| B.Com. from Calicut University, Kerala, India in 1997Diploma in Automobile Engineering from Tamil Nadu State Government, India in 2001 |
| core24x24iconsArea of Excellence |
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| Project Management | Documentation & Reporting | Liaison & Coordination |
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| Team Management | Training & Development | Fixed Assets Management |
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| General Administration | Client Relationship Management | Data Management |
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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.
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| **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

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| **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
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| **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.jpgIT Skills**Operating Systems:** MS Windows **Office Automation Tools:** MS Office 2000/ 2003, Internet ApplicationsAutocad Certified, Tally Certified.Trainings * Office Administration Training
* Life Critical Training
* Leadership & Communication
* EHS Training Office Safety
* Defensive driving
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| 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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