**First Name of Application CV No 1682400**

Whatsapp Mobile: +971504753686



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| **Professional Qualifications** | | | | | | |
| * **Diploma in Computer Engineering** | | |  | | |
| **from Al-Huda Polytechnic College -1996** | | |  | | |
| * **Board Of Intermediate Education, Andhra Pradesh -1992** | | |  | | |
| * **Secondary School Certificate-1990** | | |  | | |
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| **KEY SKILLS:-**   * Proven ability to relate and communicate with people of all nationalities and backgrounds * Adaptable and flexible approach to work yet still maintaining the ability to perform consistently in a varied environment and under pressure * Accustomed to devising evacuation procedures for camps in remote / hostile environments * Adept at ensuring day-to-day efficient running of Company Activities. * Excellent organizational skills – personnel, transportation, maintenance, equipment, supplies, etc. * The ability to effectively priorities tasks and manage multi-skilled teams * Accustomed to using experience and common sense when problem solving and decision-making   **Working as Administration Manager in Starmass Environment Technologies Private Limited ,Hyderabad India**  **Job Responsibilities:-**   * using a range of office software, including email, spreadsheets and databases; * managing filing systems; * developing and implementing new administrative systems, such as record management; * recording office expenditure and managing the budget; * organizing the office layout and maintaining supplies of stationery and equipment; * maintaining the condition of the office and arranging for necessary repairs; * organizing and chairing meetings with staff * overseeing the recruitment of new staff, sometimes including training and induction; * ensuring adequate staff levels to cover for absences and peaks in workload, often by using temping agencies; * carrying out staff appraisals, managing performance and disciplining staff; * delegating work to staff and managing their workload and output; * promoting staff development and training; * implementing and promoting equality and diversity policy; * writing reports for senior management and delivering presentations; * responding to customer enquiries and complaints; * reviewing and updating health and safety policies and ensuring they are observed; * arranging regular testing for electrical equipment and safety   **May 2012 – June 2014**  **Worked as Camp Boss in SHADA INDUSTRIAL CONSTRUCTION SERVICES ,Riyadh ,Saudi Arabia**  **Job Responsibilities:-**   * Brief new employees of the Company’s Standard Procedures with regard to Camp Time Keeping, Company’s Management Structures, Safety Procedures, Safety Equipment, Local Leaves etc * Prepare and maintain inventories of camp furniture, fixture and equipment * ensure that an accurate weekly report of the vacant bed spaces in the camp is compiled and submitted to Camp Officer * Prepare and issue Company Identity Cards to operatives (where necessary) * Ensure that the inhabitants of the camp maintain a peaceful atmosphere and are ready to report to work at the proper hours. * Responsible for maintenance of camps, cleanliness, hygiene, safety and security * Check and ensure that supply of electricity, water, air conditioning and telephone facilities are available to the camps and control wastages * Ensure that camp discipline is maintained at all times and that the published list of standing orders is complied with. * Make routine checks and forward list of absentees to the respective site and to the Camp Officer/ Manager-Camp & Security stating reasons of absence * Monitor movement of employees and report absconding cases to the Camp Officer/ Manager-Camp & Security * Allocate accommodation to new arrivals and maintain records of the same. * To check that the personal belongings of the camp inhabitants are secure and report of any case of thefts to the Manager Camp Facilities after conducting preliminary investigations. * Ensure fire fighting equipment’s are always available, tested by the Camp Assistants every week, record testing details on the register maintained and report defects if any to the Camp Officer. * Supervise the day-to-day running of the camp catering facilities. * To ensure that all company notices and circulars in respect of company policies and procedures are properly displayed in the camp and the contents explained to the men. | | | | | | **July 2014 – February 2016** | |
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| **Worked in STARMASS ARABIA LLC,SAUDI ARABIA AS PURCHASE COORDINATOR for prestigious Holy Haram Expansion Project Structural Monitoring, Holy Makkah City,K.S.A**  **www.starmass.net** | | | | | **July2009 – January 2012** | | | |

Major Responsibilities and Duties:

**Purchasing**

1. Assist in the purchase of materials and equipment by competitive bids, competitive

Sealed proposals, requests for proposals, informal quotations,

and negotiations following established company criteria and purchasing rules.

2. Assist in the preparation of all bidding documents, including notice and instructions to bidders,

specifications, and form of proposal.

3. Assist in receiving and evaluating formal bids and make recommendations for the award of contracts

4. Assist in obtaining and studying comparative prices and quotations. Make purchasing decisions based on information obtained.

5. Initiate contact with vendors to check on supply and equipment availability, invoices, purchase orders, and contracts.

6. Prepare purchase orders and review for accuracy.

7. Detect, research, and resolve purchasing issues and problems with incorrect orders, invoices, and shipments.

8. Approve purchase orders and monitor all purchase requisitions to determine correctness of

Information, calculations, coding, etc.

9. Administer contracts and handle adjustments with suppliers, including replacement of material not Conforming to specifications, cancellation of orders, and ensuring receipt of proper credit.

10. Maintain and prepare company’s depreciable assets list including depreciation schedule.

11. Maintain company’s procurement cards, petty cash.

**Clerical**

12. Prepare and maintain vendor database and bidder lists.

13. Prepare correspondence, forms, manuals, reports, purchase orders, and payment authorizations using personal computer.

**Administration**

14. Work cooperatively with company’s personnel to determine purchasing specifications, sources,

availability, pricing, shipping, and receiving.

15. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable accounting records.

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| Worked in Al-Sharq Office Company, Riyadh, K.S.A as a **Network Engineer** | **January 2004 – May 2006** |

**Work Profile:**

Daily and weekly reporting of different problems solved  
•Troubleshooting of Network.  
•Monitoring and keeping backups  
•Trouble Shooting hardware and network Problems.  
•Installations, Configurations, Win 2003 Professional, Win XP/98 SE and packages in English languages.  
•Installing and configuration of Local Printers and Network Printers.   
•Documentation of all the system procedures and updating them regularly.  
•Install Active Directory for win 2003 server.  
•Installing and configuration a TCP/IP & DHCP.  
•Plan and creates users and their profiles.  
•Configuring terminal services for Remote Desktop connection.  
•Configuration and Installation of DHCP, DNS, Dialup Network, DSL Modem and Internet Sharing through Network to Users.  
•Wireless modems and access points configuration  
•Network and local folder level permissions   
•Installing Third party software’s according to users requirements

Organization type: *Computer Sales & Services*

Work Profile:

* Customer Support after Sales.
* Installation and network implementation at Clients side.
* Demonstration of new IT products at Client Side.
* Fulfilling Sales target with follow ups and one to one Interaction.

**Personal details**

Marital status : Married

Age : 42 yrs DOB: 11 -1 -1974

Languages known : English, Arabic, Hindi, Urdu & Telugu

Driving License : Having valid Saudi Arabia Driving License and Indian License