

Contact HR Consultant for CV No: 340792

E-mail: response@gulfjobseekers.com

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

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**OBJECTIVES:**

Looking forward for challenging & dynamic position where I can serve to the entire capacity of my capabilities in well-equipped organization where I can exploit my knowledge (skill & abilities) moreover, work under environment for an organizational development accordingly.

**Areas of Interest:**

* **Administration**
* **Human Recourse Management**
* **Accountancy**

**QUALIFICATIONS:**

**BBA-IT(hons) 2005-2009**

**Kohat University of Science & Technology**

**FSc (pre-engineering)-2003-2005**

**Govt. Post Graduate College kohat**

**MATRIC:**

**Pasban Public High School Kohat.**

**COMPUTER SKILLS:**

**Microsoft Windows XP**

**Microsoft Office XP (Word, Excel, Power Point) Out Look**

**Networking**

**Adobe Photoshop 7. Inpage Urdu**

**Internet**

**TYPING SPEED:**

**50 wpm**

**LANGUAGES KNOWN:**

**Good in Spoken/Written English/Urdu/Arabic**

**Good command on Arabic Language / spoken and written**

**PERSONAL ATTRIBUTE/SKILL:**

**Sincerity Commitment.**

**Inherited Characteristics of loyally and honesty. Simple and straight personality.**

**Likely for playing games specially cricket.**

**EXPERIENCE:**

**GULF EXPERIENCE: Having 7 years of experience in GULF**

**MARMUL FALCON TRADE & CONT CO LLC Oman:**

**Worked as a Site head of Marmul falcon trade & cont Co LLC from September 2010 till**

**Dec2016.**

**Worked as an Administrator/ Fleet management in Marmul falcon. Worked as Accountant.**

**Disbursement/Reimbursement of Petty cash vouchers.**

**Maintained Accounts Payables and filing all related documents. Monitoring and control of the accounts payable processes.**

**Send reports on email to Head office for decision making. Other duties assigned by Senior Manager**

**FLEET MANAGEMENT:**

**Worked as fleet management in Marmul Falcon Trade & Cont Co LLC Oman Managed the vehicles daily inspection as per the standards**

**Maintained the service schedule of vehicle as per requirement.**

**Done the inspection of all vehicles from PDO ( Petroleum Development Oman). Maintaned the record of vehicles for Registration, RAS, Third party inspections**

**MOHAMMED BIN SALIM ALMASHIKHI TRADE & CONT CO Oman:**

 **Worked as Site Admin from March 2010 to September 2010**

**PERMIT HOLDER:**

***Having a civil permit holder card of PDO* ( Petroleum Development Oman) *for Oil & Gas Felid.***

**HSE INDUCTION**

**HSE-H2S (Hydrogen Sulphide) HSE- IFR (Initial Fire Response)**

**HSE- CMC (Coaching & mentoring Course) HSE- SLS (Safety & Leadership)**

**HSE-TOOLS & SKILLS**

**HSE-PERMIT TO WORK HOLDER**