 CURRICULUM VITAE

**Name:- Ahmad**

[**Ahmad.347104@2freemail.com**](mailto:Ahmad.347104@2freemail.com)

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| job title: Talisman optr./Computer Operator  **Ideal Next Job**: I am seeking an interesting, challenging position with a progressive organization that appreciates the benefits of efficient and effective Computer Operator and Technical Clerk. Hoping to use best practices and lessons learned from previous roles, in conjunction with skills, ability and experience, to make a meaningful contribution to a project and/or organization. | |
| Demonstrated Job related skills/competencies.   * Highly proficient in document computer programs such as Microsoft Office software and Windows software’s. * Excellent abilities in performing clerical tasks such as drafting letters, organizing and sorting mails, prioritization of documents according to date and information. * Competent in using office equipment and materials like fax machines, photocopying machines, printers, audio visual...etc. * Can work under pressure under minimum supervision and delivers work load on time and with the ability to multi task whenever necessary. | |
| Academic & professional qualifications.   * Graduation * **DCA** (Diploma in Computer Application) | |
| COMPUTER SKILLS | |

* Familiar of system
* Knowledge of Computers Operating System
* Knowledge in MS Programs, Net Surfing & Computer software.

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| Employment record.   * Worked as aComputer Operator/Technical Clerk in **M/s Impregilo Arabia ltd, KSA from December 2012 to Sep. 2014** **(Main Contractor Saudi Binladin Group) SANG HOUSING PROJECT. Al Qassim, KSA** * Worked as a Computer Operator /Data Entry Operator in **M/s Sraco, Dammam, KSA from February 2006 to October 2011.** * Worked as a Computer Operator in **M/s Saphire Consultant, India from January 2004 to 25 December 2005.** * Worked as a Computer Operator in **M/s A.K Computer, India from Sep 2014 to till date .** |
| **Computer Operator/Technical Clerk- December 2012 to July 2014**  **(Main Contractor Saudi Binladin Group) SANG HOUSING PROJECT. Al Qassim, KSA**  **Duties and Responsibilities:**  •Administered and ensured filing of all documents as per organization policies  •Preparing and submitting documents to get approval and work permits  •Preparing and submitting documents for **RFI**  • Ensured data directory is regularly updated and necessary back up is made  • Maintaining staff and workmen master register   * Performed routine administrative task and responsibilities as required Preparing Project letters for Site Managers, and faxing and distributing to Client and concerned Sub-Contractors. * As a Computer Operator I took the responsibility of updating files, producing reports as needs by clients or customers and also take hard copy of the reports or documents as required by management or customers. I also take the responsibility of taking the back-up and maintenance of data which are very vital for the organization.   •Coordinate with head office for all employee Admin & HR matters.  **Computer Operator/Data Entry Operator-from February 2006 to October 2011**  **M/s Sraco, Dammam, KSA**  **Duties and Responsibilities:**  •Providing support to project engineering management team with regard to technical document management, bulk uploading and downloading of technical documents in the Company  •To ensure all Project Documentation is controlled in accordance with Company Procedures. •Register documents from both internal and external sources •Maintain updated register for documents/drawings/site instruction/technical query/Construction documents and other internal and client/subcontract correspondences for QC dept. •Respond to queries regarding revision status of issued drawings / documents from engineering / drafting  personnel.  •Uploading and downloading all engineering related documents. •Maintain both electronic and hardcopies of all documents and drawings •Ensure site documents and records are kept up to date •Maintain reports & Issue required reports  •Handling ISO documents for the process department  Personal details.   * D.O.B. : 10th November 1976 * Sex : Male * Marital Status : Married * Nationality : Indian * Religion : Muslim * Languages Known : English, Hindi, Arabic and Urdu.   Passport details.   * Issued at : Riyadh- KSA * Date of Issue : 18 May 2009 * Expiry Date : 17 May 2019   **DECLARTION**  I hereby declare that the information furnished above is true to the best of my knowledge.  **Place:-…………………………….**  **Date:- :-…………………………..** |
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