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**DELWAR**

**E-mail:** [**delwar.379648@2freemail.com**](mailto:delwar.379648@2freemail.com)

**CURRICULUM VITAE**

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**OBJECTIVE:**

# To learn and function effectively in an organization and be able to deliver to the bottom-line, to constantly upgrade my knowledge and skills and make a difference in whatever I do. 6 Year Experience in UAE working as a Sr. Time Keeper (Attendance Clerk) on EPC Project,

**COMPANY:**

1. Bangladesh Grameenphone LTD. 2008 To 2010.
2. Target Engineering Construction Company L.L.C 2011 To Present

Joined as Time keeper as 2011 now my time offer is Responsibility for multiple projects.

**Job Responsibility:**

1. To maintain proper records such as mobilization daily attendance and de mobilization for Labour and staff.
2. Maintain daily attendance and time sheet of all staff and Labour.
3. Issuance of daily report to supervisor according to his manpower
4. Helping the payroll department provide him accurate records.
5. Responsible for check Labour and staff daily attendance.
6. Maintain of timesheets for payroll.
7. Responsible to report PRO department for visa expiry and security card.
8. Managing food for site staff and Labour.
9. Helping and managing our site staff and Labour in camp.
10. Helping in transport supervising for staff and Labour.
11. I was involved as Safety Assistant.
12. I follow the site Account’s work also.
13. To verify Sub-contractor invoice.
14. Update daily manpower and Time sheet in a system.
15. Prepare Transfer forms for the transfer personnel and send to the head office for approval.
16. Prepare Leave applications form for the manpower and send to the head office for approval.
17. Report to Camp Boss for the checkout personnel.
18. Filing the Document Proper.
19. Prepare off-line salary payments.
20. Enter and keep record of attendance, leaves and other absences of all Company Employees.

**Working Experience:**

**Work Experience in Gulf Country’s**

**Working Sr. Time Keeper (Attendance Clerk) in** TARGET **Engineering Construction Company W.L.L**

**2011 To Till Date:**

* Location: Abu Dhabi (UAE)
* Company: Target Engineering Construction Company W.L.L
* **Project:** EPC Works for Paraffinic Naphtha Tanks Replacement Project
* Client: Abu Dhabi Gas Liquefactions Company.(ADGAS)
* Designation Sr. Time Keeper (Attendance Clerk**)**
* Location: Abu Dhabi (UAE)
* Company: Target Engineering Construction Company W.L.L
* **Project:** 503406‐CM‐6868‐Carbon Mechanical Installation
* Client: EMAL
* Designation: Sr. Time Keeper (Attendance Clerk**)**
* Location: Das Island (UAE)
* Company: Target Engineering Construction Company W.L.L
* **Project:** EPC works for IGD Tie Ins., Das Island , Abu Dhabi
* Client: ADGAS ( Das Island)
* Designation: Sr. Time Keeper (Attendance Clerk**)**
* Location: Abu Dhabi (UAE)
* Company: Target Engineering Construction Company W.L.L
* **Project:** Replacement of PSV & VSV on LNG/LPG Storage Tanks – Plant 2
* Client: ADGAS ( Das Island)
* Designation: Sr. Time Keeper (Attendance Clerk**)**
* Location: Abu Dhabi (UAE)
* Company: Target Engineering Construction Company W.L.L
* **Project:** Structural , Mechanical and Piping Works (East Area)
* Client: GASCO / PETROFAC ‐ G S ENGINEERING JV
* Designation: Sr. Time Keeper (Attendance Clerk**)**

**ACADEMIC QUALIFICATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Examination | Board/University | Name of the Institution | Year of Passing | Result/Grad |
| S.S.C | COMILLA | Sonagazi M: D Savir Pilot High School | 2007 | **3.44** |

**\*\*Also Have Accounting Subject A+ (80-100)**

**SOFTWARE & HARDWARE SKILLS:**

In addition, I have good communication, writing skills, proficiency with computer literate such as Time Sheet Software, Microsoft Word, Microsoft Excel, Power point and Internet. Installing Software windows XP and Windows 7

* Area of interest : Certificate in Information Technology Application.
* Computer Assembling : Certificate of computer Assembling from

Bangladesh YUC as Sr. Time Keeper (Attendance Clerk**)**

**INTERESTS HOBBIES:**

# Listening to music, Swimming, Surfing internet, Blogging and write reviews in internet.

# PERSONAL INFORMATION:

* **Date of Birth : 01.JAN.1991**
* **Gender : Male**
* **Height : 5. 05**
* **Nationality : Bangladesh**
* **Religion : Islam**
* **Marital Status : Married**
* **Languages : English, Hindi, Bengali, Arabic**
* **Visa Status : Employment Visa**

**DECLARATION:**

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.