

**Riyaz**

**PROFILE**



I am a highly motivated experienced candidate having a passionate objective to acquire a challenging position utilizing my education and experience in an esteemed organization like yours and to achieve professional advancement through hard work, commitment and performance. I am young energetic, and willing to work in any capacity under any of the Authority.

**PROFESSIONAL EXPERIENCE**



**( Group of Companies) Dubai**



**Document Controller Material Expeditor Admin Assistant**

**Email ID**

Riyaz-397464@gulfjobseeker.com

**From Nov-23-2019**

**Current Position**

**Document Controller**

* Files maintenance of construction side.
* Prepare Transmittal for HVAC & Shop drawing
* Copy, scan and store documents
* Maintain all hard copy files of project documentation
* Updating the shop drawing submit log sheet in the excel file.
* Receiving the reports for submitted and approval (MEP work)

**PERSONAL DETAILS**

Date of Birth **:** **09-July-1984**

Visa Status **: Visit Visa**

Marital Status**:** **Married**

Religion **: Islam**

Gender **: Male**

Nationality **: Sri Lankan**

**SKILLS**

**MS Word**

**MS Excel**

**SAP System**

**Graphics**

**Designing**

**LANGUAGES**

**MGC (Mesopotamia Facilities Management) Doha, Qatar**

|  |  |  |
| --- | --- | --- |
| **Sep 2016 – Sep 2018** |  Receiving the MJF and coordinating with the supervisor. |  |
|  Prepare and submit MWR List. |  |
|  |  |  |  |  |  |
| **Position** |  Prepare and submit report (Inspection & work approval) |  |
|  Prepare and submit work variations. |  |
|  |  |  |  |  |  |
| **Document Controller** |  Making the Monthly reports for Monthly consolidated |  |
|  | MWR (work that are already done). |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  | Checking of attendance |  |
|  |  |  |  |  |  Updating the time cards and time sheets |  |
|  |  |  |  |  |  Making overtime sheets for labors |  |
|  |  |  |  |  |  Coordinating with HR Assistant to prepare letter for the |  |
|  |  |  |  |  |  | Vacation and cancelling employee’s process. |  |
|  | **Saudi Aramco in K.S.A** |  |  |  |
|  |  | Mail handling. |  |
|  | **Oct 2013- Nov 2015** |  |  Conversation with Rig’s foreman (onshore & offshore) |  |
|  |  | for material status. |  |
|  |  |  |  |  |  |  |
|  | **Position** |  |  | Checking PO, PR and Outbound through sap system. |  |
|  | **Material Expeditor** |  Cooperate with Aramco dispatcher to create Purchase |  |
|  |  | requisition (PR) for Purchase order (PO). |  |
|  | **Admin Assistant** |  | Expert in Management/Expediting/Planning |  |
|  |  |  |  |  |  Coordinate with all vendor & transportation to follow |  |
|  |  |  |  |  |  | up and deliver the material to all Rigs and avoid to be |  |
|  |  |  |  |  |  | Rig shut-down (Onshore & Offshore) |  |
|  |  |  |  |  |  To provide job training for new staff in the expediting |  |
|  |  |  |  |  |  | field. |  |
|  |  |  |  |  |  | Filing maintenance. |  |
|  |  |  |  |  |  Preparing morning report for all pending trucks |  |



**Ruby Tuesday American Restaurant, Saudi Arabia**

**English**

**Arabic**

**Tamil**

**Sinhala**

**July 2010 – Oct 2012**

**Position**

**Server cum cashier**

* Greeting customers in an impressive manner.
* Serving customers in an ideal way.
* Submitting reports of import & exports of the restaurant.
* Also monitoring the junior staff to work better.
* Making the quest relations and providing the guest Feedback to the management.
* Count cash in the cash register at the end of each shift.
* Operate cash machines & POS to calculate customers’ bills.



**EDUCATION**



* Diploma in computer application of 1 Year at Government of Sri Lanka ports Authority Maritime training Institute.
* Certified in Marketing field & Diploma in Airline marketing, ticketing and reservation from recognized international Airline Ticketing Academy, Colombo.
* General Certificate in examination (O/L) 2003 at High school.
* Diploma in Web Development of 1 Year at London Business School.

**EXTRA CURRICULAR EDUCATION**



* Diploma in Graphics Designing by the Authority of the Academic Board of the Institute (AIIT), Colombo.
* Certified in Total Immersion English Program at Oxford College of Business (OCB), Colombo.

