

**CONTACT INFORMATION:**

Email:

[Hameed-394031@2freemail.com](mailto:Hameed-394031@2freemail.com)

**PERSONAL PROFILE**:

Gender: Male

Date of Birth: AUGUST 27, 1984

Nationality: INDIAN

Marital Status: Single

**PASSPORT DETAILS**:

Date of Issue: 30.07.2013

Expiry: 29.07.2023

Visa Status: Employment Visa

**LANGUAGES KNOWN**:

English, Hindi & Urdu **HOBBIES:**

Travelling

Reading News papers, Music Watching Movies & Cricket

**EXPECTED SALARY:**

Negotiable

**CURRICULUM-VITAE**

**HAMEED**



**CAREER OBJECTIVE:**

Seeking a Challenging Position where my skills and knowledge can be best utilized and contributes to the successful Completion of the tasks assigned. I want to be active part of a team that works dynamically towards the organization.

**CAREER PROFILE:**

Detail-oriented, efficient and organized professional with extensive experience in accounting systems and office administration.

Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.

Excellent written and verbal communication skills.

Highly trustworthy, discreet and ethical.

Resourceful in the completion of projects, effective at multi-tasking.

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| **EXPERIENCE:** |  |  |
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| **Project Name** | **:** | **Jewel of the Creek Development (Package 8)** |
| **Client** | **:** | **Dubai International Real Estate (DIRE)** |
| **Valued** | **:** | **AED 1.45 Billion** |
| **Location** | **:** | **Dubai from July 2014 till 21st** |
|  |  | **Sept 2019.** |
| **Designation** | **:** | **Sr. Document Controller** |
|  |  |  |
| **Project Name** | **:** | **The Building by Daman to DIFC** |
| **Client Name** | **:** | **Daman Real Estate Capital** |
| **Valued** | **:** | **AED 6.93 millions** |
| **Location** | **:** | **Dubai from Feb 2013 to June 14.** |
| **Designation** | **:** | **Sr. Document Controller** |
|  |  |  |
| **Project Name** | **:** | **Al Bustan Complex Mixed-Use Development** |
| **Client Name** | **:** | **Al Hamid Group** |
| **Valued** | **:** | **AED 2.127 Billions** |
| **Location** | **:** | **Abu Dhbai from Oct 2009 to Jan 13.** |
| **Designation** | **:** | **Sr. Document Controller** |
|  |  |  |
| **Project Name** | **:** | **Zayed University HMR 828** |
| **Client Name** | **:** | **Mubadala Development** |
| **Valued** | **:** | **AED 3 Billions** |
| **Location** | **:** | **Abu Dhabi from Nov. 2008 to September. 2009.** |
| **Designation** | **:** | **Document Controller** |
|  |  |  |
| **Project Name** | **:** | **Qatar Petroleum** |
| **Client** | **:** | **Occidental Petroleum Corporation of Qatar (OXY)** |
| **Location** | **:** | **Doha-Qatar from May 2007 to Nov 2007.** |
| **Designation** | **:** | **Project Assistant & Documentation In charge** |

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**RESPONSIBILITIES:**

All transmitted documents are coded for filing, logged into database as required.



Preparation of Material Submittal Civil and MEP to Consultant for Approval.



Request for Information raised by engineer will be submitted to consultant through our sequence number of RFI and maintaining the Register



Proposes modifications to the file index structure to the Project Manager for updating file and distribution.



Provides reports to the Project Manager and all recipients on a weekly basis identifying outstanding documents, follows-up on any outstanding items and reports progress. Preparation of Document Submittal after reviewing by line Manager.



Ensuring that any documentation associated with testing and commissioning, close-out and hand-over is provided to Project Manager for project completion.



Manages the storage of all project close-out documentation as it is received.



All documents filed in the document controls room and project closeout room is kept orderly for easy retrieval.



Researches and retrieves documents for the Project Manager as requested.



Preparing Notice of Intent letters and renewing.



Screen incoming mails and distribute to them to relevant stakeholders for action and follow up.



Coordination, preparation, and recording of professional business meetings.



Maintaining files, sorting receiving papers and outgoing, tale with original one. Maintaining daily mail correspondence to consultant, suppliers and main office Preparation of Organizational Chart.



Maintaining files, sorting receiving papers and outgoing, tale with original one.



Maintaining daily mail correspondence to consultant, suppliers and main office



Taking “Backup” of all Projects Electronic Data every month.



Performed general office duties and administrative tasks



Able to prepare a variety of documents including multiple-page letters, envelopes, memos, and reports.



Highly skilled at proof-reading reports and documents.



Trained in the latest equipment used for faxing and photocopying.



Converting Electronic documentations and burning on to the CD’S.



Preparing Daily Well Service Reports.



Was involved in **QA, QC** reports, files.



**From June 2005 - May 2007**

**Designation** **:** **Accounts Assistant**

**RESPONSIBILITIES:**

Preparation of Cash Book, Bank book, Ledger, Trial Balance, Final Account.

Preparation of Stock Statement, Bank reconciliation And Income Tax Returns.

Monthly employee Salaries Professional Tax.

Preparation of Employee Tax Deduction at Source (TDS).

Preparation of Daily Work over Reports.

Performed accounts payable functions for construction expenses.

Managed financial departments with responsibility for Budgets, Forecasting, Payroll, Accounts Payable and Receivable.

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**(SECOUNDRY SCHOOL EDUCATION) IQRA MISSION HIGH SCHOOL From January-2008 to October 2008.**

**RESPONSIBILITIES:**

Preparation of Income & Expenditure account



Preparation of Cash book



Receiving Daily Collection of Fees.



Monthly employee Salaries Professional Tax.



Preparation of Daily Work over Reports.



Preparation of Ledger, Trial Balance, Final Account.



**EDUCATION:**

School Secondary Certificate S.S.C

Board Of Intermediate Education, Civics Economic & Commerce (CEC) Bachelor of Commerce (B.Com) from Osmania University – Hyderabad, India.

**COMPUTER SKILLS:**

Microsoft Word, Excel, Access, PowerPoint, Outlook Express, Microsoft Windows XP and Microsoft Office XP Professional



ACONEX, Primavera Expedition & Wrench



Have a good accurate typing speed of 40wpm



Accounting Package : Tally 7.2



Internet, Outlook express.



Place : Dubai (U.A.E)

Date :

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**HAMEED**

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