**CURRICULAM VITAE**

**Anwar**

E-mail Id : anwar-397841@gulfjobseeker.com

Application Post Apply for : **Time Keeper / Data Entry** (HR /Administrative)

Total Experience in Saudi Arabia, Qatar & UAE (Gulf): **more than 8 Years.**

***Working Experience-Abroad: - More than 8 Years.***

***Short Tram Project:-***

1. CAPE EAST Limited W.L.L in Doha Qatar, working as a **PTW/ SITE Office Clerk** since 20TH December 2017 upto 18th June 2018.(6 Month)

***Long Tram Project:-***

1. Al-Sahel Contracting Company L.L.C in United Arab Emirates, working as a **Time Keeper** since 22th May 2019 upto to 30th May 2020.
2. Arabian BEMCO Contracting Co. Ltd. in Saudi Arabia, working as a **Time Keeper/Computer Operator** since 13thApril 2013upto 29thDecember 2015.(2 Years 8 Month)
3. DYWIDAG Saudi Arabia Co. Ltd. A German Company in Saudi Arabia, working as a **Time Keeper /Payroll Data Entry** since 24thJanuary 2007 upto 15th September 2012.(5 Years 8 Month)

***Carrier Objectives:-***

Intent to build a career with leading corporate of Hi-Tech environment with committed & dedicated people, Which will help me to exposure myself fully and realize my potential, willing to work as a key player in challenging and creative environment.

***Personality Trait:***

* Excellent organizational & Time Management Skills.
* Good team working skills and the confidence to lead & motivate team.
* Knowledge of Microsoft Office Suite (Word, Excel & Tally) and other commonly used office packages.
* Analysis, good strong communication skills.
* The ability to withstand hardship and large quantum of work skills.

***Educational Qualifications:***

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| --- | --- | --- | --- | --- | --- |
| **Exam Passed** | **Board/ University** | **Institution** | **Year of Passing** | **Division** | **Aggregate Markswith %** |
| B.Com Account (H) | L.N.MothilaUniversityKom.Nag. Darbhanga Bihar, | K.S.CollegeL.SariDarbhanga | 2004 | 2nd | 714 | 48% |
| Higher Secondary | Bihar Education Council Patna | K.S.CollegeL.SariDarbhanga | 2000 | 2nd | 450 | 50% |

***Knowledge of Computer Skill:***

Experience for Six Month Diploma in Computer has attended and successfully completed the course on Computer Fundamental, M.S. Office, Tally 6.3 (Ver.) from Digital Magic Computer Education Center 49/1 M. G. Road Tollygunge Kolkata 700 082

***Knowledge of Training Skill:***

* Has Attended & Succeeded **H² S & BREATHING APPARATUS (B.A)** Training Course Date on:-04/01/2018, Instructor: - DIOGO D. FERNANDES, Trained provide by QATAR GAS.
* Has Attended & Succeeded **CONFINED SPACE ENTRY & HOLE WATCHER** Training Course Date on:-04/01/2018, Instructor: - DIOGO D. FERNANDES, Trained provide by QATAR GAS.
* Has Attended & Succeeded **PERMIT TO WORK (PTW)** Training Course Date on:-24/01/2018, Instructor: - RAED Y.IBRAHIM, Trained provide by QATAR GAS.

***Experience Total as a Time Keeper in Saudi Arabia, Qatar & UAE (Gulf) more than 8 Years.***

***Working Experience-Abroad :***

1. working as a **Time Keeper** since 22th May 2019 upto to 30th May 2020.

***Designation*** **:** **TIME KEEPER**

Company **:** Al-Sahel Contracting Company L.L.C (U.A.E).

Client **:** Al-AJMI Engineering Consultants.

Project **:** Proposed G+2P+16+R Commercial & Residential Bldg. On Plot No 673-4111

 At Al- Barsha South Third, Dubai.

Period **:** 22th MAY 2019 to 30th May 2020.

1. CAPE East Limited Co. (W.L.L) in Doha Qatar working as a **PTW/SITE Office Clerk** since 20th December 2017 upto 18th June 2018.

***Designation*** **:** **PTW/SITE Office Clerk**

Company **:** CAPE East Limited Co. (W.L.L).

Client **:** QATAR GAS Operating Co. Ltd. (W.L.L). (RAS Laffan Industrial City)

Project **:** TANK Forum Project (to Proved-Coating, Insulation, Painting, Scaffolding etc.)

Period **:** 20th December 2017 to 18th June 2018.

1. Arabian BEMCO Contracting Co .Ltd. Saudi Arabia working as a **Time Keeper/Computer Operator** since 13thApril 2013upto 29thDecember 2015.

***Designation*** **:** **Time Keeper/Computer Operator**

Company **:** Arabian BEMCO Contracting Co. Ltd.

Department : A2- Erection **Lahoud** (BLJV Riyadh PP10 Project SITE.)

Client **:** Saudi Electricity Company Ltd.

Consultant : Worley Persons (Resources & Energy)

Project **:** PP10 CCGT POWER STATION Project.

Period **:** 13thApril 2013to 29th December 2015.

**Job Responsibilities& Experience:**

* Preparing and monitoring Daily/Weekly/Monthly Excel Time sheets of various clients’ departments & submitting them to the concern job Supervisor for approval and communicating to the Administration & Pay roll dept. invoicing them.
* Co-ordinate with Payroll team for their requirement of Electronic Excel Time Cards on regular basis.
* Register and maintain Workshops employees to time Attendance system.
* Co-ordinate with Foremen/Supervisors SITE for maintaining Employee Excel Time Card.
* Maintaining and monitoring records of plant hire Equipment cards, records of heavy Equipment inspection records from third party &Clients, Weekly submission of Man Hours and rig move records to HSE.
* Perform any other task, to the best of the ability of the job holder that the management may from time to time request**.**

1. DYWIDAG Saudi Arabia Co. Ltd. A German Company, working as a **Time Keeper /Payroll Data Entry** since 24thJanuary 2007 upto 15th September 2012.for their working Project as per Details Below:-

***Designation*** **:** **Time Keeper Period: 07th April 2012to 15th September 2012.**

Company **:** Dywidag Saudi Arabia Co. Ltd.

1. Client **:** SAMSUNG Engineering Saudi Arabia Co. Ltd

Project **:** Ras Al-Khair Aluminum Smelter Port Facility Project.

(MA’ADEN Project, Coke Silo & Smelter etc.)

***Designation*** **:** **Time Keeper Period: 14th March 2010 to 06th April 2012.**

1. Client **:** DAELIM Saudi Arabia Co. Ltd

Project **:** Saudi Kayan Petrochemical Project.

(LDPE Project, Building, Water Line etc.)

***Designation*** **:** **Time Keeper Period: 21st July 2007 to 30th September 2010.**

1. Client **:** Fluor Arabia Limited. (SABIC)

Project **:** Saudi Kayan Petrochemical Project.

(Cooling Towers Project and Substation.)

**Designation : Time Keeper Period: 24th January 2007 to 20th July 2007.**

1. Client **:** SHARQ (Eastern Petrochemical Company, Jubail)

Foster Wheeler Energy Limited

Project **:** SHARQ 3rd Expansion U & O Project

(Cooling Tower Project, Substation, Cooling Water Line)

**Job Responsibilities& Experience:**

* Perform a variety of time keeping duties such as Monitoring SITE workers attendance, Excel Time Cards, attendance/absent report submitting to the Administration & Payroll department; also provide clerical assistance/support to Workshop Managers/Superintendent.
* Monitoring Time & Attendance software system, devices & generate Electronic Time Sheet reports &Employees Absent reports also Preparing labor force report as per SITE workers on each location.
* Maintaining and monitoring daily records of Diesel and submitting it to Accounts & equipment Department.
* Prepare sick leave request, out of site request, and medical requisition for SITE workers.
* Approves the OT as per overtime sheet signed & approved by Project Manager.
* And many document handling related job which arises from time to time.

***Personal Information Data:***

 Gender **:** Male Religion **:** Islam

 Date of Birth **:** 31st December 1981

 Marital Status **:** Single Nationality **:** Indian

***Passport Details:***

 Give Name **:** Mohammad Anwar

 Place of Birth **:** Darbhanga

***Languages Known:***

|  |  |  |  |
| --- | --- | --- | --- |
| **Languages** | **Read**  | **Spoken** | **Written** |
| **English** | Good | Good | Good |
| **Hindi** | Excellent | Excellent | Excellent |
| **Arabic** | Good | Fair | Good |
| **Urdu** | Excellent | Excellent | Excellent |

***Driving Licenses:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***S.No*** | ***City*** | ***Country*** | ***Date of Issue*** | ***Date of Expiry*** |  |
| 1 | Darbhanga,Bihar | India | 03/03/2012 | 30/12/2031 |  |

***Declaration:***

I hereby declare that the above-mentioned information is true and correct to the best of my knowledge and belief.

***REFERENCES:*** - Available on request.

Date: - ….…/….…. /….….. Signature:-……………..

 **Anwar**