



SIYAD RAHIM

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Visa Status: Long term visit

Visa Exp: 22.04.2022

PERSONAL DATA

Date of Birth : 30May1988

Nationality : Indian

Marital Status : Married

Visa Status : Long term visit

Languages: English, Malayalam, Hindi, Tamil.

Passport No : U 2749881

Passport Exp. : 15 Feb 2031

Driving License: Yes/Indian DL

COMPUTER SKILLS

Presentation : Microsoft PowerPoint

Word Processing: Microsoft Word

Spreadsheet: Microsoft Excel

OS: Windows All,

Typing Speed : 40 WPM

HIGHLIGHTS

Able to grasp new Techniques & Procedures quickly

Confident and good Organizational Capabilities.

Dedicated, Disciplined and Ambitious.

Highly Optimistic & Friendly in Nature

Able to maintain relations with Co-employees and Clients/Customers.

SIYAD RAHIM

Master of Business Administrationwith 5+Years' UAE Experience in Office Administration/Secretarial / Procurement & DC Role

CAREER HISTORY:

- Worked as a Senior Administrator with M/s Harmet Agro Foods Private Ltd. Kollam, Kerala from October 2020 to December 2021.
- April 2019 to March 2020 - M/s BEST Building Contracting, Sharjah, U.A.E., worked as a Project Secretary Cum Document Controller Roles.
- November 2014 to April 2019 -M/s Emirates CODE Contracting Company (L.L.C.) Dubai, U.A.E., worked as an Administrator, Secretary, Procurement Assistant & Document Controller Roles.
- July 2013 to July 2014- M/s. Sun Marketing Pvt, Ltd, Kollam, Kerala as Sales Manager.
- July 2011 to July 2013 - M/s. Kerala Feeds Ltd, Thrissur, Kerala as District Sales Coordinator.
- July 2010 to June 2011 - Worked as an Accountant at M/s. Accounts, Cochin, Kerala

EDUCATIONAL QUALIFICATION

- **Master of Business Administration (Finance &Marketing) 2010.**
- **Bachelor Degree in Commerce (2008): Computer Application.**

Roles and Responsibilities

- Preparing Daily Report.
- Preparing Site Inspection Request for Civil & MEP.
- Preparing MEP Clearance and Submitting to the Consultant.
- Receiving NCR's and Submitting CAPA for NCR Close out.
- Preparing Letters and Correspondence.
- Preparing Technical Submittal.
- Preparing Petty Cash Float as per company standards.
- All the correspondence circulating internally and maintain proper records.
- Receiving Site Instruction from Consultant, circulating concerned team for their action.
- Assist in preparation for the subcontractor payment and submit to the head office,
- Receiving invoice from subcontractor/supplier and submit to the Accounts department and follow up for the payment.
- Distribute the Incoming NCR,SOR,SOR (Civil & MEP) to the concerned team for their action.
- Preparing Internal Site Inspection Request and Submitting to the Subcontractor.

Roles and Responsibilities in (Emirates CODE Contracting L.L.C)

- Processing of material requisitions from the site team.
- Negotiating with the supplier in order to get the best price.
- Cost comparison between multiple proposals.
- Processing the Local Purchase Order and reviewing.
- Preparation of Amendment of LPOs, LOIs and other documents.
- Responsible for receiving, circulating and recording all incoming and outgoing faxes, emails and hand deliveries.
- Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with traceability.
- Preparing and Maintaining Submittals and logs for Projects.
- Preparing and keeping various types of files like materials, sub-contractors, shop drawings, documents & technical reports etc.
- Assisted in day to day procurement activities as per the project and site requirements
- Provide administration support to the Project Department and reporting to the Project Manager.
- Created of site documents and follow-up of all the site needs.
- Maintain the files and control logs as required by the project.
- Correspond with vendors regarding prices, product availability and delivery.
- Respond enquiries from vendors, purchase orders, contract and pricing information.
- Check and reply all e-mails on daily basis, in order to make sure no mail remain non-responded by the end of the business day.



Involved projects:

1. **Gardenia Residence Project at Dubai Hills Estate**
Client: Al Ansari Real Estate Development
Consultant: Architecture Planning Group (APG)
Contractor: BEST Building Contracting L.L.C. Sharjah, U.A.E.
2. **SNC - Contract No. 619532-C-2001, Tabreed District Cooling Plant Meraasland Project, Earth Works, Structure, Architectural And Building Services Works.**
Client: Tabreed, National Central Cooling Company (PJSC)
Consultant: SNC-Lavalin Gulf Contractors L.L.C.
Contractor: Emirates CODE Contracting Company (L.L.C.) Dubai, U.A.E.
3. **ABB - Contract No. Dub-219, Civil Works For 1 X 132/11kv Substations Work At Arjan, Dubai.**
Client: Dubai Properties L.L.C.
Consultant: Electricite De France (EDF)
Contractor: Emirates CODE Contracting Company (L.L.C.) Dubai, U.A.E.
4. **Contract No. CMW-13069-C001, CMW-13069-C003, CMW-13069-C004, CMW-13069-C005, CMW-13069-C006 & CMW-13069-C007.**
Client: G.H.Q. Armed Forces
Consultant: Command of Military Works (CMW)
Contractor: Emirates CODE Contracting Company (L.L.C.) Dubai, U.A.E.

5. **Contract No. PGC/CFD/572/59/2014/664, Construction Work and Extensions for Special Presidential Guard Command / Special Guard Group / 92 (Wadi Al Shabk).** Client: Presidential Guard Command (PGC)
Consultant: Al Torath Consulting Engineers
Contractor: Emirates CODE Contracting Company (L.L.C.) Dubai, U.A.E.
6. **Project No. (C363JA) Waterfront Facilities at Quay 9 & Quay 10, Jebel Ali Port.**
Client: DP WORLD, UAE REGION FZE
Consultant: Projects Development Department
Contractor: Emirates CODE Contracting Company (L.L.C.) Dubai, U.A.E
7. **Project No. PJ 9200/5 – Ouran Park Boundary Wall.**
Client: Dubai Municipality
Consultant: Omar Bin Eid Architects
Contractor: Emirates CODE Contracting Company (L.L.C.) Dubai, U.A.E
8. **Contract No. AMAB-157- Papa Ramp Remediation**
Client: Government of the Commonwealth of Australia
Consultant: GHD Global Pty Ltd.
Contractor: Emirates CODE Contracting Company (L.L.C.) Dubai, U.A.E
9. **Project No. PGC-C-009-P2-2016, Construction of Accommodations at Wadi AlShabk, Dubai.**
Client: Presidential Guard Command (PGC)
Consultant: Al Salaam Consulting Architects Engineers & Planners
Contractor: Emirates CODE Contracting Company (L.L.C.) Dubai, U.A.E.
10. **Project No. PJ 10098 - DM Office at Hatta.**
Client: Dubai Municipality
Consultant: Gulf Engineering & Consultants
Contractor: Emirates CODE Contracting Company (L.L.C.) Dubai, U.A.E.



SOFT SKILLS

- Ability to work in a high paced environment and to multitask
- Exceptional communicator both written and verbal
- Creative Innovator – committed to constant improvement
- Analytical and problem solving skills/Organizing and executing skills
- Decision making skills/Time Management Abilities
- Maintains professional role while being friendly



PROJECT UNDERTAKEN

A Study on Financial Performance Analysis of M/s. Indian Rare Earth (IRE) Ltd, an ISO 9001: 14001, OHSAS 18001 certified company, Chavara, Kollam.



HOBBIES

Travelling & Driving, Social Services, Movies & Playing Cricket



DECLARATION

I Hereby declare that the particulars given above are true & correct to the best of my knowledge and belief.

Siyad Rahim