

## CURRICULUM VITAE

### **THOUSEEF AHMED SALEEM**

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### **OBJECTIVE**

Versatile professional in Administration Department 7+ years of manufacturing industry, construction and oil & gas field. Seeking a challenging opportunity where I can give my optimum performance to enhance the growth of the company along with personal growth.

### **CORE QUALIFICATIONS**

- ✓ Well verse with Administration Tasks.
- ✓ Extensive project manpower deployment skill.
- ✓ Excellent knowledge in project wise manpower arrange/deployment schedule.
- ✓ Strong familiarity dealing with new employees schedule and coordination.
- ✓ Sound ability to complete the target in coordination with other team.
- ✓ Outstanding ability in document controlling.

### **MAJOR STRENGTHS**

- ✓ Excellent problem solving and analytical skills.
- ✓ Strong personal initiative, energy and enthusiasm.
- ✓ Able to work independently or as an integral part of a team.
- ✓ Resourceful with excellent communication skills, written and verbal.
- ✓ Quick learner with an inquisitive mind, committed to pursuing personal development.
- ✓ Planning and maintaining time and effort to ensure optimum effectiveness.
- ✓ Ability to work well with people at crucial situation.
- ✓ Motivated and dedicated team player.
- ✓ Imagination and execution.
- ✓ Working under CICPA.

## **WORK EXPERIENCE**

**Organization :** Nasser Saeed Al Hajri & Partners Contracting Company, (Abu Dhabi)

**Duration :** From April-2017 to April-2021

### **COMPANY PROFILE:**

Naseer Saeed Al-Hajri Corporation (NSH) established in 1978, NSH provides meticulous construction and fabrication services to the full spectrum of the industrial and infrastructure work area including, but not limited to, commercial & heavy industrial buildings, oil, gas, refineries and others.

### **PROJECT-1 : ADNOC CRUDE FLEXIBILITY PROJECT (CFP) PACKAGE # 2**

Abu Dhabi Company for Onshore Petroleum Operations (ADCO) Ltd, Al Ruwais, Abu Dhabi.

**Designation :** Project Secretary (From March-2019 to April-2021)

- ✓ RRW ADNOC 3<sup>rd</sup> party Medical arrangement.
- ✓ RRW HSE Induction arrangement.
- ✓ RRW Permanent Pass document preparation /arrangement PASS to access the route.
- ✓ CICPA entry pass new/renewal apply and follow up.
- ✓ Drinking water arrangement and report preparation for invoice.
- ✓ MOM Agenda preparing and follow up.
- ✓ New Employee Schedule follow up.
- ✓ Coordinating head office with Camp for Accommodation and visa medical etc.
- ✓ Arranging 3<sup>rd</sup> party training as per the client project norms.
- ✓ Designated Employee's duty as per the project requirement.
- ✓ Telephone coupon list prepare/approval with the concern to arrange and issue.
- ✓ Follow up the employee's vacation, exit, leave application and rejoining etc.
- ✓ Responsible for staff attendance and comparison for salary process.

### **PROJECT-3 : AL DABB'IYA SURFACE FACILITIES – PHESE III**

Abu Dhabi Company for Onshore Petroleum Operations (ADCO) Ltd, Al Dabb'ya, Abu Dhabi.

**Designation :** Project Secretary (From April-2017 to February-2019)

- ✓ MOM Agenda preparing and follow up.
- ✓ New Employee Schedule follow up.
- ✓ Coordinating head office with Camp for Accommodation and visa medical etc.
- ✓ Arranging 3<sup>rd</sup> party training as per the client project norms.
- ✓ Designated Employee's duty as per the project requirement.
- ✓ Telephone coupon list prepare/approval with the concern to arrange and issue
- ✓ Follow up the employee's vacation, exit, leave application and rejoining etc.
- ✓ Responsible for staff attendance and comparison for salary process.

## **WORK EXPERIENCE**

**Organization : GENERAL CONSTRUCTION COMPANY, (Dubai)**

### **COMPANY PROFILE:**

General Construction Company established in 1996, GCC has earned a reputation for integrity, quality, service and attention with more than 20 years of serving Industrial, Commercial, Institutional and Residential buildings market.

### **PROJECT-3 : DUJA TOWER - COMMERCIAL & RESIDENTIAL BUILDING.**

(Building 4B+G+50floors+HC+M) & (Parking-G+10+R).

His Excellency Nasser Abdulla Hussain Lootah, Sheikh Zayed Road, Dubai.

**Designation :** Project Secretary (From March-2014 to August-2016)

- ✓ Meeting Arrangement, Agenda Preparedness.
- ✓ Preparing daily manpower/progress report to Project Manager & Consultant.
- ✓ Letter drafting as per subject, Letter receiving from consultant & acknowledge to PM.
- ✓ All documents processing & recorded hard/soft copy with the company procedure.
- ✓ Log sheet updating and circulation with management and audit team.
- ✓ Civil work Inspection preparation and schedule with consultant (1-day before).
- ✓ Mailing response, Telephone communication.
- ✓ New joining, Rejoining & Leave Applications coordinating with Head Office.

**Organization : UNITED BREVIEW INTL. TRADING COMPANY, (Vellore, India)**

### **COMPANY PROFILE:**

UB International Company is a one of the smallest branch of Kingfisher Airline group. UB International Company is a leather goods manufacturer (finished leather to exporting shoes) Located in Ambur, Vellore District, Tamil Nadu, India.

**Designation :** Planner (From April-2013 to March-2014)

- ✓ Progress Meeting Arrangement, Agenda Preparedness.
- ✓ Merchandising with customer for new orders and confirmed through management.
- ✓ Leather purchase follow up and schedule accordingly to floor.
- ✓ Materials and accessories planning from suppliers and schedule accordingly to floor.
- ✓ Invoice verification with the received material acknowledgement.
- ✓ Material stock follow up with norms (purchased, workflow, stock)
- ✓ Daily kit planning & target for in-house and outsource.
- ✓ Analysis of plan vs actual to meet customer's delivery dates.

## WORK EXPERIENCE

**Organization :** SHAFEEQ SHAMEEL & COMPANY, (Vellore, India)

### COMPANY PROFILE:

Shafeeq Shameel & Company is one of the huge turn over leather industry in hometown. SSC Located in Ambur, Vellore District, Tamil Nadu, India.

**Designation :** Assistant Internal Auditor (Feb-2008 to March-2013)

- ✓ Arrangement of Management Review Meeting and Agenda Preparedness.
- ✓ Tools calibrating with 3<sup>rd</sup> party periodically maintaining records.
- ✓ Preparing and circulating of audit plans, audit schedules.
- ✓ Monitoring the audit cycle program to ensure it remains effective and up to date.
- ✓ Audit summary preparation of each audit undertaken and circulate to the management.
- ✓ Monitor non-conformities and ensure other actions are completed.

## KEY SKILLS

- ✓ Committed to completed task.
- ✓ Willing to learn and adopt to new opportunities and challenges.
- ✓ Reliable, Confident, Honest and Hard Working.
- ✓ Efficiency to work methodically and precisely.
- ✓ Well verse with administration task.
- ✓ Strong computer skills, specifically Excel report preparations.
- ✓ Ability to build and maintain relationship.

## LANGUAGE KNOWN

- ✓ English : Well Expert
- ✓ Urdu : Well Expert
- ✓ Tamil : Well Expert
- ✓ Hindi : Expert
- ✓ Malayalam : Expert
- ✓ Arabic : Basic

## **EDUCATION PROFILE**

### **GRADUATION**

B.B.A.C (Bachelor of Business Administration in Computer application)

### **COMPUTER COURSE**

Microsoft Office Package

Tally ERP 9.0

## **PERSONAL PROFILE**

Name : Thouseef Ahmed Saleem,

Father's Name : V.A. Saleem Basha,

Gender : Male

Date of Birth : 23-03-1989

Passport : L 1016548

Marital Status : Married

Nationality : Indian

## **DECLARATION**

I hereby declare that the information mentioned above is true up to my knowledge and bear the responsibility for the correctness of the mentioned particulars.

**(S.THUSEEF AHMED)**