

Simna Fathima

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Abu Dhabi, UAE



Engineering Graduate with 6 years of UAE experience in diverse environments, possessing excellent organizational skills and proven track record of professionalism, integrity, creativity in office functions, building positive relationship with stakeholders, clients, and colleagues at all levels in an organization.

Work Experience:

Al Sahraa Group – Abu Dhabi

Senior Administration Officer-Operations (2018 Jun – Ongoing)

- Receiving & reviewing customer's inquiry and verifying the requirements and assigning vehicle upon the specifications / packing list and deploy based on dimension.
- Coordinate with supervisors in charge, assisting them to find the prices, and preparing ERP and Manual price quotation.
- Scheduling & dispatching the services upon the availability and updating the DVMS (Daily vehicle movement Schedule) Report accordingly.
- Dispatching valid price quotation to customers and follow up with clients until to get the valid LPO.
- Receiving LPO from customers, and then distribute to billing Team for invoicing purpose after sorting/Registering/updating.
- Receiving internal Fleet Requisition for project and assigning to concern Supervisor for the equipment dispatching.
- Proforma Invoice Verification/Order Confirmation.
- Responsible for the all email communication with customers.
- Prepare the commercial documents of the tender.
- Verifying the trips and updating Rental order, dispatching & service confirmation for the initiating billing proposal.
- Knowledge about the dimensions and capacity about the heavy equipments & trailers.
- Assessing the commodity and determine the cargo type and arranging Road permit approval, Saeed support/Escort vehicle & Police permission.
- Keep the list of access pass of vehicles and drivers to all oilfield locations/military areas, updating the list with renewed documents.

Zakum Development Company (ZADCO) – ADNOC GROUP (Abu Dhabi)

Procurement Assistant (2016 October - 2017 October)

- Set up and maintain Invitation to Tender (ITT) logs and maintain pre-contracts correspondence (Tender Bulletin) logs.
- Implement sourcing plans with the goal of assuring specified Quality, required delivery times and minimizing the total cost of the products and services.

- Perform the general administration and technical assistance related to pre award works and services procurement activities and post award commercial activities all in compliance with corporate policies and regulations and specifically in accordance with the requirements/parameters and procedures described in the contracts procedure manual to achieve function objectives.
- Conduct RFQ/P (Request for Quotation/Proposal) and Bidding processes, minimizing risk and maximizing the value in terms of Quality, delivery and cost.
- Evaluate offers from vendors and negotiate better prices.
- Preparing Tender Bulletin, Bid Clarifications, Bid tabulations and spreadsheets.
- Provide administrative assistance to contracts Engineers in the production of service orders & contracts documents.
- Maintain hard copy and electronic filing system for annual Auditing.
- Prepare the RFQ Documents & follow up with contractors to get the valid Quotation.
- Keep record the Contractors progress to works in awarded Service Orders.
- Maintain all the documents, registration and filing system including all technical correspondence and reports.

Zakum Development Company (ZADCO) – ADNOC GROUP (Abu Dhabi)

Office Administrator Cum Document Controller (2014 September – 2016 September)

- Prepare Letters of Assistance (LOA) for contractors & sub-contractors for the security pass (CNIA/CICPA) even for Personnel or Vehicles.
- Responsible for the weekly and monthly reports by collecting feedback from engineers and Contractors stating the current status of running projects.
- Prepare the Agenda for the SVP meeting & list out the main issues facing by Operation Expansion.
- Arranging HSE induction, H2S & T-BOSIET Courses for the employees and Contractors.
- Issuing the Medical fitness certificate from ADNOC Medical dept. for the contractor personnel for the offshore projects.
- Issuance of business mission orders to abroad and follow up the signatures workflow till reach CEO office.
- Schedule and coordinate meetings, conferences, appointments and travel arrangements for Senior Manager and Sub Department Managers.
- Arrange travel to offshore locations by Chopper /Boat and accommodation for the site visit/Rotation personnel.
- Maintain calendar; ascertain which events require Managers presence.
- prepare/organize all correspondence, Memos, Business Letters, Faxes, Presentation, Enquiries, Minutes of Meetings, etc.
- Input document data into the standard registers ensuring that the information is accurate and up to date.
- Responsible for processing Visa, Medical, Offshore Travel card, Security Pass, Port Pass for all employees and managers in Island Operations Department.
- Update and maintains databases such as mailing lists, contact lists, Employees Documents Record Lists, Employees Timesheet Record list in Maximo and retrieve information when requested.

Qualifications:

❖ Bachelor of Information Technology Engineering (B. Tech –IT) 2010 – 2014

University of Calicut – India

❖ Certification of Administrative Professionals 2016

American Management Association AMA (Broadway, New York)

Certifications:

- Skills for Success: A guide for Secretaries and Administrative Assistants (AMA 2016)
- Interpersonal Communication Skills in the workplace (AMA 2016)
- Personal Strategies for Managing Stress (AMA 2016)
- How to Manage Your Priorities? 2nd Edition (AMA 2016)
- Practical Problem -Solving Skills in the Workplace (AMA 2016)
- Presentation Success: How to Plan, Prepare and Deliver Effective Presentation (AMA 2016)
- Interpersonal Negotiations: Breaking down the barriers (AMA 2016)

Special Achievements:

- Certificate of Appreciation - ZADCO Brown field Execution Department for the performance (2016)
- Certificate & Reward - Al Sahraa Holding Group for the Holy Quran Competition (2018)

Soft Skills:

- Team Building
- Excellent oral and written communication skills
- Working with a high degree of accuracy
- Ability to multitask and meet changing deadlines
- Office Management and effective Administrative skills.
- Self and Time Management

IT Skills:

- Proficient in MS Office Suite (Word, Excel, PowerPoint, outlook), Internet & E-mail Applications
- Computer Languages: C, C++, Basic JAVA
- Data base: MySQL
- ERP: Maximo, Nebras + ,Nebras

Personal Details:

Date of birth	:	27 April 1991
Religion	:	Islam
Nationality	:	Indian
Languages known	:	English, Hindi, Arabic, Malayalam
Visa status	:	Resident Visa (Husband sponsorship)

Reference:

Will be furnished on request.