

MOHAMED YASEER. J

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Visa Expiry: 07-10-2021.

Experience: 7 Years (Gulf – 5 & India-2)



CAREER OBJECTIVE

To obtain an entry-level **secretarial position** that requires knowledge of computer software, communication skills and organization abilities. "Seeking an entry-level **secretarial position** that requires strong administrative support and computer operations skills.

Professional Work History (7 Years):

Gulf Industrial Services Co.LLC (GISCO), (Member of Bin Hamoodah Group) – ABU DHABI, SEP 2017 to have been working since then

PROJECT SECRETARY cum CO-ORIDINATOR

- Excellent word processing and IT skills, including knowledge of a range of software packages (**ERP, Oracle, Orion, SAP**)
- Making the monthly timesheet for all employees
- Petty cash handling
- Attended trainings and staff meetings as scheduled
- Answering phones, greeting visitors and directing visitors to various site offices,
- Making materials requisition for sites using **Orion & Oracle**
- Reporting directly to Manger & Engineers
- Typing/processing of documents and presentations using Word , Excel & outlook
- Diary management for meetings and conferences for the team
- Conducting site visit before submittal of estimation tender
- Making a snag list on time of hand over from Client/other contractor
- Preparation and implementation of PPM Schedule, Checklist from the equipment list and making routine checkup to site.
- Coordinate with other department's counterparts to ensure their satisfaction on quality and progress.
- Coordinate with Procurement department an arranging of the all major spare parts to site, make approval (from Client) if required.

Maintains Store items:

- Maintaining the store items records with accuracy of information and should follow always FIFO method of issuing
- Authorizing on the store requisition after verifying requested items
- Verifying incoming/outgoing and daily stock on hand, follow the delivery schedule as per purchase order Received deliveries of new equipment and ensured that all the supplies were in proper order – Stored the supplies and items received in their designated place to avoid time wasted searching for items and general confusion.
- Make periodical checks between records and actual stock and investigate any discrepancies and report to the Cost Controller immediately
- Taking account of incoming and outgoing of goods in the stores departments & Coordinating with the Purchase department and project Manager

Crystal Aluminum Company, KUWAIT January 2016 to May 2017

DOCUMENT CONTROLLER cum ADMINISTRATIVE EMPLOYEE.

- Store and maintain company documents in both electronic and physical forms
- Scan, image, index, and organize documents project wise
- Archive, control, and retrieve records as and when needed
- Keep records of project details, meeting minutes, technical specifications, drawings, etc.
- Classify, sort, and categorize documents in alpha-numerical order
- Control issuance of documents and seek proper approval for the same from senior authorities
- Review completeness, accuracy, and authenticity of documents
- Perform quality check on documents by following document control processes
- Backup maybe done either electronically or through extra hard copies of a document
- Using document numbering system for maintaining the documents.
- The drawings and technical data are issued to the site team for review and implementation, any revision to this is to be immediately intimated to the site team and the old records stored Record keeping of received and sent letters to the various consultants and other contractors.
- Create and maintain tracker for drawing approval process and technical submittals.

Vertex Technology, INDIA June 2013 to Sep 2015,

FINAL QUALITY CHECKS (SUPERVISOR).

- Oversee quality control functions for company products assisting with products when needed.
- Perform solutions designs support field efforts processes submittals and review stats.
- Track and maintains data performing statistical calculations to maximize the product quality and performance.
- Developed and analyzed statistical data and product specifications to determine present standards and establish proposed quality and reliability expectancy of finished product.
- Applied total quality management tools and approaches to analytical and reporting processes within each department

ACADEMIC QUALIFICATION:-

▪ **Bachelor of Computer Application (BCA)**

Raak Arts & Science College (Thiruvalluvar University) at Pondicherry (Perambai)
2010 - 2013 with an aggregate 71%

▪ **Cisco Certified Network Associate (CCNA)**

Static, Default, Dynamic routing Protocol (RIP, IGRP, EIGRP and OSPF), switching protocols (VLAN, VTP, Port security), Cisco routers (2500, 2600) and Switches

Project Descriptions:

Project Name: JMY Online Call Taxi Booking

- ❖ Our system is designed in **HTML languages**
- ❖ Using **CSS in ASP.Net C#** language.

TECHNICAL SKILLS:-

Desktop OS	: Windows/2000/XP/Vista/7/8/10.
Antivirus	: Symantec SEP11, McAfee, Microsoft Security Essential, CA Entrust.
Hardware	: Installation & Troubleshooting Hardware of - Desktops, Workstations, Printers & Other Peripheral devices.
Microsoft Office	: Microsoft Excel, Word, Power Point, Publisher, Outlook, Info Path, Access.
Typewriting skills	: English Higher Distinction.

ACHIEVEMENT:-

- ✓ Participated Events in National Level Technical Symposium in PEC.
- ✓ Participated National Level Technical Seminar organized Ocean Academy.
- ✓ Participated in Sports meet in Schools & Colleges.
- ✓ Got Best Quiz Award in Lower class.
- ✓ Got membership on Blood Donation Academy in Pondicherry

PERSONAL DETAILS:-

Father name : Jalal A. R
Mother name : Suriya Begam J
Date of birth : 26.05.1991
Marital Status : Married
Nationality : Indian

LANGUAGE'S

LANGUAGE	ENGLISH	TAMIL	ARABIC	HINDI	MALAYALAM
ELIGIBLE	Speak/Read/Write	Speak/Read/Write	Speak/Read/Write	Speak	Speak

PASSPORT DETAILS:

Passport Number : L7219355
Passport Expiry : 10.02.2024
Place & Date of Issue: CHENNAI & 11.02.2014

In View Above, I Request to give an opportunity to serve your esteemed organization in the capacity mentioned above for which act of kindness, I shall be very thankful to you.

DECLARATION:-

I hereby declare that the above mentioned information is correct up to my Knowledge and I bear the responsibility for the correctness of the above mentioned Particulars.

MOHAMED YASEER. J