



SHAHEEN ABDULLA

Admin Assistance | Documentation and Controller | Junior Accountant | SAP and MS Office

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📍 Abu Dhabi, U A E

Career Timeline

● Sep 2017 – Sep 2018

Document Controller

L&T Hydrocarbon Engineering Limited, Surat, India

SFNY 4 DECS, SUBSEA

PIPELINES & CABLES AKER PROJECT (Offshore)

Client: Saudi Aramco

● Jan 2014 to June 2017

Accounts Assistant cum Admin

International Oil Field Services, Qatar

Skill Portfolio

- Admin Assistant
- Junior Accountant
- Document Controller
- Customer Service
- Cashier
- Sales Representative

Executive Summary

Seeking a professionally challenging and growth oriented position in a well-esteemed organization, coveting to be in an organization that can extract best out of me and allows me to excel in my work.

Well-presented, industrious and highly personable individual who has extensive in-depth experience in Administration and Documentation Controlling.

Niche Areas of Operation

- Answering and directing phone calls to relevant staff
- Scheduling meetings and appointments
- Taking notes and minutes in meetings
- Ordering and taking stock of office supplies
- Being a point of contact for a range of staff and external stakeholders
- Preparing documents for meetings and business trips
- Processing and directing mail and incoming packages or deliveries
- Greeting and directing visitors and new staff to the organization
- Writing and issuing emails to teams and departments on behalf of teams or senior staff
- Researching and booking travel arrangements for staff members
- Finding ways to improve administrative processes
- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Develop and update administrative systems to make them more efficient
- Post and process journal entries to ensure all business transactions are recorded
- Update accounts receivable and issue invoices
- Prepare and submit weekly/monthly reports
- Update accounts payable and perform reconciliations
- Assist with other accounting projects

Computer Skills

- MS Excel
- MS Word
- MS PowerPoint
- Adobe Photoshop 7.0
- Knowledge of E-mail and Internet Operation

Academics

- Bachelor of Business Administration | (BBA)
- Secondary : Ideal Indian School, Doha, Qatar

Technical Certification

- Microsoft Certified Professional (M.C.P)
- Installation & configuration of Windows 2003 & 2008, Workstations (XP, 2000, 7, 8)
 - Disk Management, Installing, configuring and troubleshooting devices.
- Managing user Computers and Groups, Server Backup and Restoration

Languages

- English
- Hindi
- Malayalam
- Arabic (Read and Write)

Work Experience

Quality Document Controller | L & T Hydrocarbon Engineering Limited, Surat, INDIA (Client: Saudi Aramco)

- Maintain and update Excel register log for all incoming and outgoing Project transmittals and letters related to QA/QC.
- Prepare transmittals and letters, obtain HOD approval/signature and forward to Clients accordingly
- Attend Quality Document review meeting, take minutes and prepare the MOM. Create Material Request in SAP.
- Create Gate pass in SAP for personnel and Material
- Visit site to verify and ensure the correctness of various project materials transporting from Warehouse to project yard.
- Coordinate with Project Inspection team and prepare various reports in Excel-sheet.
- Receive, check, record, distribute and archive of all incoming and outgoing documents.
- Delivery Project inspection Documents to Client office for review and signature

Accounts Assistant cum Admin | International Oil Field Services, QATAR

- Manage Day to day Petty Cash and general office administration activities.
- Receive, check, record, distribute and archive of Company incoming and outgoing correspondences.
- Coordinate with suppliers for payments and ledger reconcile.
- Prepare Invoices and delivery notes to Clients.
- Preparation of outstanding statement and follow ups with companies to assure timely payment. Posting and processing journal entries to ensure all business transactions are recorded. Draft & Prepare Letters and emails to various suppliers and clients
- Maintain and update a comprehensive Excel register log for Incoming and outgoing correspondences.
- Receive, verify invoices and process for payment
- Attend meeting, prepare Minutes of Meeting and circulate to the concerned persons
- Receive various International Business representatives and accompany them to Clients and participate in the meeting.
- Coordinating & monitor material transport/delivery to local clients.
- Coordinate transportation of Company staffs to and from Company