



Abdul Jabbar Nechottu
Mobile :966-560983787

Tender Executive /
Sales Assistance Manager/
Admin. Assistance Officer

SUMMARY

Indian ,Having gained considerable knowledge and experience since 1999 in office Administration & Sales management field from many reputed firms. From MVPI (Motor Vehicle Periodical Inspection, Shoua'a Projects Est. and Techsen Co.

EXPERTISE

- Office Administrator/ Executive Secretary
- Logistic Coordination
- Computer Programmer in VB.6 with SQL Server.
- ERP System Administrator
- Tender Executive

BIO DATA

WORK EXPERIENCES

Tender Executive

Techsen Co. KSA- From January 2021- Till date

- ✓ Pre-Qualification process to obtain the vendor approval
- ✓ Update the Technical /Sap Ariba Portal
- ✓ To prepare and compile bid submission documents in relation to tendering/bidding activities, tender questionnaires and pre-qualifications;
- ✓ To organize and harness the efforts of all involved departments relating to tendering/bidding activities and contract review;
- ✓ To Organize customer's bid requirements within the various departments such as planning, QA/QC, HSE, Engineering, Production, etc., collate and compile all queries and requests for additional information for communication to customers;
- ✓ To assist commercial department in cultivating good relationship with existing and potential associates/customers;
- ✓ To vet through incoming tenders and to note down tender due date, project start and end date, tender submission instructions/requirement and mode of submission;
- ✓ To collate tender information and references from various sources such as online search engines, industry and market intelligence data etc., which are needed for submission;
- ✓ To monitor and ensure that tender submission due dates are strictly adhered to, including the checking, binding, packing and preparation of outgoing submissions;
- ✓ To ensure that tender submissions are standardized in terms of format, font, logo, etc. and in line with customer's tender requirements.

Sales Coordinator

Techsen Co. – From Febr. 2018 to Dec. 2020.

- ✓ Contribute to the achievement of sales targets by supporting sales representatives.
- ✓ Coordinating sales activities, and maintaining good customer relationships.
- ✓ Supporting sales, ensuring order satisfaction, coordinating with other departments.

EDUCATION

- Pre-Degree from Calicut University, India 1987-1988
- Secondary School from Kerala Education Board. 1986

COURSES

- Desktop Application with VB 6.0 from APTECH , India 2002
- RDBMS Concepts with SQL Server 7.0 from APTECH , India 2002
- Land Survey from Kerala Govt. Revenue Dept. 1989

Senor Office Administrator

Shouaa Projects Contracting Est. From 2011 – January to 2018

- ✓ Coordinate office activities and operations while providing clerical and administrative support to management.
- ✓ Directs office activities and functions to maintain efficiency and compliance with company policies.
- ✓ Assists clerical and support staff with their assigned duties, particularly when more advanced, skilled, or sensitive work is required.
- ✓ Prepares agendas, makes travel arrangements, and maintains calendars for senior management.
- ✓ Oversees telephone services, email correspondence, and mail distribution.
- ✓ Maintains office supplies inventory.
- ✓ Maintains records, documentation, and files, particularly more complex or sensitive files such as employee files.
- ✓ Performs other related duties as assigned.
- ✓ Oversees the daily workflow of administrative staff, assigning responsibilities to ensure efficient administrative operations.

Office Administrator

Shouaa Factory Co. From 2003 – January to 2011

- ✓ Supports company operations by maintaining office systems and supervising staff.
- ✓ Maintains office services by organizing office operations and procedures, preparing payroll, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions.
- ✓ Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.
- ✓ Designs and implements office policies by establishing standards and procedures, measuring results against standards, and making necessary adjustments.
- ✓ Completes operational requirements by scheduling and assigning employees and following up on work results.
- ✓ Keeps management informed by reviewing and analyzing special reports, summarizing information, and identifying trends.

TRAINING

- Internal Audit Training for Integrated Management System ISO 45001: 2018

OTHER SKILLS

- Valid Saudi Driving License available

HEALTH & FITNESS

- DOB : 15/05/1969
- Blood Group : B+ve.
- Height: 174 cm
- Weight: 73 Kg.
- BP: 120/80 mmHg.
- Blood Sugar : Hba1c :6.1

- ✓ Maintains office staff by recruiting, selecting, orienting, and training employees.
- ✓ Maintains office staff job results by coaching, counseling, and disciplining employees, and planning, monitoring, and appraising job results.
- ✓ Achieves financial objectives by preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions.

Executive Secretary

MVPI (Motor Vehicle Periodical Inspection) from 1999 to Dec. 2022

- ✓ Greeting visitors to the Human Resources Office. Answer and forward calls within the Human Resources Office.
- ✓ Perform general secretarial duties for the Human Resources Office.
- ✓ Perform private / confidential secretarial filing for the Human Resources Office.
- ✓ Prepare, correlate and monitor payment requisitions and signatures for same.
- ✓ Answer questions from and act as liaison between the Human Resources Manager and employees, if the Human Resources Manager be unavailable.
- ✓ Assist employees with their requests.
- ✓ Schedule appointments for the Human Resources Manager, as may be required from time to time.
- ✓ Prepare the boardroom or meeting room for meetings and arrange for refreshments.
- ✓ Assist in preparation of contract drafts and revisions and maintain master template for all contract formats.
- ✓ Maintain current and historical databases for personnel records.
- ✓ Work with the Human Resources Manager to implement the staff evaluation process, and receive and file evaluations from department supervisors.
- ✓ Advise the Human Resources Manager regarding all matters that involve conflict between employees.
- ✓ Assist in the development of Human Resources policies and regulations.
- ✓ Maintain and follow Human Resources policies, regulations and procedures related to the function, rights and responsibilities of all staff.

HOBBIES

- Writing Poem
- Reading Books
- Research
- Monitoring
- Team Sports- Football
- Volunteer Works

CONTACT ADDRESS

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 Jubail

REFERNCES

- Techsen Co.
Mr. Ghassan Hamid
,Commercial Manager
Mob:0508853595
- Shouaa Projects .
Mr.Omer Yazed,
Projects Manager
Mobile : 508749281

LEGAL STATUS

- Valid Iqama & Transferable

- ✓ Work to improve communication, cooperation and planning in the Human Resources Office. Maintain current and historical databases for employee attendance records.
- ✓ Assist with the preparation and submission of applications for renewal of work, study and accompanying permits to the Concern Department.
- ✓ Prepare and distribute annual Employment Agreements.
- ✓ Assist in obtaining quotes for annual home leave airfare and payment of same.
- ✓ Assist in the organization and conduction of new staff orientation.
- ✓ Assist in preparation for annual recognition of Support Services Staff appreciation.
- ✓ Use discretion and maintain confidentiality at all times.
- ✓ Take over and support any other duties assigned by the Director or the Human Resources Manager.

Skill

- ✓ Computer Programming skill in VB.6 & developed few softwares in VB.6 with MS access and SQL Server.
- ✓ Familiar with SAP System to maintain and update documents.
- ✓ Follow up notification and download & upload document such as Rfq and Bid submission via SAP System.
- ✓ LC document process and follow up with Client and Bank.
- ✓ Ability to maintain friendly and co-operative attitude with all
- ✓ Can adapt any working atmosphere general public relations
- ✓ Reading and writing (typing skill) in Arabic

Declaration

I undersigned, certify that to the best of my knowledge and belief, that this bio-data correctly describes me, my Qualifications and my Experiences.

Abdul Jabbar Nechottu