

SAYED ABDUL NASIR

19/4, Chhotani House,
Dr.Maheswari Road,
Noor Baug, Mumbai – 400 009.

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PERSONAL DETAILS

Date of Birth : 04th April 1972

Nationality : Citizen of India.

Gender : Male.

Marital Status : Married

Passport No. : **E7774815**
Passport Date & Place of Issue 15th May 2004 & Riyad (Saudi Arabia)
Passport Expiry Date 14th May 2014

Permanent Address : Same as given above.

Languages known : English, Hindi, Marathi.

Computer Skills : Proficient in **SAP R/3 (Version 4.6)**,
MS Office, Tally & Networking

Present Salary : Rs.10,000/-

EDUCATIONAL & TECHNICAL ATTAINMENTS

QUALIFICATION	YEAR OF PASSING	NAME OF BOARD/UNIVERSITY	GRADE/CLASS
SSC	1987	Mumbai Board	II Class
HSE	1989	Mumbai University	II Class
TY.Bcom	1993	Mumbai University	II Class
Diploma In Computer Science	1994	Datamatics Institue	I Class

- **PROFESSIONAL EXPERIENCE**

- (Total- 12 Years Experience including Gulf Experience)

Name of Company	Designation	Period
Sudhir Switchgears Pvt.Ltd.		
Mumbai, Maharashtra June-2001	EDP Incharge	March -1993 to

- Presently re-joined Sudhir Switchgears Pvt.Ltd.. from 10th Jan 2006.
- Working in **ERP (5M)** for Manufacturer activities.
- Worked with Tally Accounts Package **5.4 Ver.** (& have knowledge of 6.2 Ver)
- Networking with LAN & Internet.
- Trouble Shooting with Hardware & Software (**Microsoft SQL Server**)
- Worked on SYMCO Package for Billing.
- Powerpoint Presentation.
- **Overseas Experience (Potable Water)**
- Worked with **Saudi Oger Ltd (Royal Commission – Potable Water System)** from 11th July 2001 To 16th November 2003 as a **Senior Computer Operator**.
- Worked with **Zamil Company (Marafiq Co. – Potable Water System)** from 17th Nov 2003 till 15th Dec 2005 as a **Planner** for Metering Section.

- **OVERVIEW EXPERIENCE**

- To prepare daily and weekly schedule for workable jobs for each section.
- To monitor progress of scheduled jobs and inform Planning Engineer if schedules are not being adhered to.
- To prepare/submit weekly/monthly accomplishment report.
- To update status of Urgent Notifications and Availability reports.
- Daily checking of notifications created and advises concerned person if no action is taken.
- See to it that all information in the notifications is in accordance with standard requirements prior to converting to work order.
- Responsible for TECO-ing all time-confirmed work orders.
- To estimate cost and input both man hours and materials for work orders created.
- Responsible for on time conversion of notifications to work order especially for urgent and emergency and informed the concerned Foreman/Supervisor.
- Expedite approval of work orders created.
- Responsible for releasing and printing of workable work orders and see to it work permits are attached thereto.

- To change the user status (flag) ongoing work orders appropriately in SAP system.
- Daily check notifications created and input all required information: Manhours; detailed materials specifications; quantity and old stock # for stock items.
- Responsible for time confirmations for completed work orders elaborating the following: work actually done; date/time started; date/time completed; total man hours utilized.
- Replying on e-mails enquiry.
- Carry-out other jobs being assigned by his superior.
- Making Power point Presentation.
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Sayed Nasir