



ABDUL BASITH

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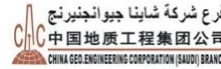
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OBJECTIVE

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organizational goals.

EXPERIENCE

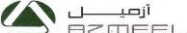
- ✓ Presently working as a **Project Secretary** in **CHINA GEO ENGINEERING CORPORATION** for the period of April, 2019 till date in Dhahran Aramco Saudi Arabia.



Clients:-  **أرامكو السعودية**
Saudi Aramco

RESPONSIBILITIES

- Provide full secretarial and admin support to the project team and Project Manager to ensure the smooth running of the project operations.
- Coordinating with vendors to provide SPDP (Certified Data Sheets, Recommended Spare Parts List with OEM part Number, Catalogue Cut Sheet/Warranty/Guarantee Certificate,
- Preparing the list of Equipment which required SPDP from Manufacturer/Vendor
- Receives and issues documents under transmittal, externally and internally according to document distribution system;
- Ensures that all engineering documents are well checked and submitted on time prior to the documents submission due date;
- Ensures that all documents have no errors in filenames, revisions, submissions, etc. before submitting it to the client to avoid confusion;
- Ensures that controlled copies of latest approved documents and drawings are given to the appropriate staff, and construction team;
- Develops and maintains the projects department document control register;
- Records and files all documentation between the projects department, contractors, suppliers & Independent construction control consultants;
- Allocates document numbers to internally prepared documents and incoming documentation;
- Maintains updated records of all approved documents and drawings in the Document Archive and the File Server with easy traceability;

- Maintains the files and control logs as required by the project procedures.
 - Maintain records of Engineers and assist in their movements.
 - Take minutes of meeting and maintain records for the operations and project team.
 - Develop and maintain document control processes for the efficient management.
 - Submitting project Submittals, RFI, and material submittals to the client and record accordingly
 - Preparing Aramco Temporary Gate access for the employees and vehicles equipment's
 - Perform data-entry, recording, printing and filing duties.
 - Assist to check and verify staff claims and invoices for project and department team.
 - Performs other related duties as assigned by the Project Manager
- ✓ Worked as **Secretary/Document Controller** in **AZMEEL CONTRACTING COMPANY** for the period of May, 2015 till Jan, 2019 in Jubail Saudi Arabia. 

Clients:-



RESPONSIBILITIES

- Provide full secretarial and admin support to the project team and department manager to ensure the smooth running of the department operations.
- Prepare letters as per Department Manager and superior required to all related department managers for any kind of issues and request.
- Making Material Request in ORACLE and purchase order review as per project required and Manager instruction
- Maintain records of Engineers and assist in their movements.
- Take minutes of meeting and maintain records for the operations and project team.
- Develop and maintain document control processes for the efficient management.
- Submitting project shop drawing, RFI, MIR and material submittals to the client and take receiving stamp from them.
- Maintain a good Log sheets and folders of outgoing & incoming letters arrange with the sequence numbers.
- Maintain a proper and user friendly filing and document control system for recording and tracking of all documents for the project team and department.
- Support the officers and project team in daily admin roles and assist to keep stock of Stationary supplies for the department.

- Perform data-entry, recording, printing and filing duties.
 - Undertake any admin projects/duties as required.
 - Coordinate travel arrangements inclusive of air-ticket, hotel accommodation, visa arrangements, claims etc.
 - Coordinate with GR (Government Relation) regarding IQAMA renew and any KAFALA transfer and VISA arrangement etc.
 - Coordinate with H.R (Human Resource Dept.) regarding our all manpower related issues Salary's, vacations, final exit terminations etc.
 - Assist to check and verify staff claims and invoices for project and department team.
 - Handle petty cash invoices monthly arrange and separate all invoices, administers and processes all Petty Cash transactions
 - Maintains the Petty Cash summary.
 - Prepares Reimbursement Claims on a monthly basis
 - Performs other related duties as assigned by the Manager
 - Prepare and raise purchases requisition for purchase of office equipment's for new staff
- ✓ Worked as **Administration in Majestic Hospital** for the period of two years at Hyderabad T.S.

RESPONSIBILITIES

- Update all information in excel sheet about which type of case and consult with which Doctor.
 - Making case sheet for patient and submit to doctor for other procedure.
 - Making salary sheets monthly for all employees
 - Handling cash register for in patients and out patients
 - Checking in and out patients at the front desk
 - Answering the phone calls of patients
 - Scheduling patients for the proper appointment
 - Interviewing patients for case histories in advance of appointments
 - Process insurance payments
 - Operating computer software and office equipment
 - Transferring lab results to the appropriate clinician
 - Maintaining supplies and appearance for the office
- ✓ Worked as a **Cashier/Customer Service in Sara Agency (Western Union Money Transfer)** for the period of one year at Hyderabad T.S.

RESPONSIBILITIES

- Doing transection in western union software
- Handle cash transactions with customers using cash registers
- Booking Air Ticket international and domestic for customers
- Scan goods and collect payments
- Issue receipts, refunds, change or tickets
- Resolve customer complaints, guide them and provide relevant information
- Keep reports of transactions
- Pleasantly deal with customers to ensure satisfaction

EDUCATION

- B.COM (Computer) From Dr. Ambedkar University at Hyderabad T.S
- Intermediate Gowtham Junior College at Hyderabad T.S
- S.S.C Mount Mercy School at Hyderabad T.S

SKILLS

- Diploma in MS Office
(Good in Excel, Word, MS Power point)
- Oracle Application 12.1.3 Production Instance
- Diploma in Air ticketing
- Tally ERP9 (Focus) & (Wings) Diploma

STRENGTH

- Good communication skills
- Good team player with positive attitude
- Ability to work under pressure and achieving goal
- Keen to learn new thinks
- Punctuality and hardworking

PERSONAL DETAILS

Name	:	Abdul Basith
Father name	:	Abdul Majeed
Gender	:	Male
Marital Status	:	Married
Date of Birth	:	18-11-1992
Native Place	:	Hyderabad
Nationality	:	Indian
Religion	:	Islam

Languages Known : English, Urdu, Arabic, and Hindi
Residential Add : H.No: 9-8-193/A/1, Bada Bazar Golconda Fort Hyderabad T.S.