

MD SAIFUR RAHMAN

+996558452207

saifur.cse.98@gmail.com

Saudi Arabia, KSA



Dear Sir,

Permit Coordinator

Al Wizirat, Riyadh, KSA
6656, Asem Ibn Khalifah

I am writing to express my interest in the position of **Work Permit Receiver** at your esteemed company. Currently, I am employed by **Al Bawani Company** at the **Lucid Motors Project in Jeddah**, where the client is Lucid and the consultant is **Hill International**.

In this role, I have been handling the full process of various permits including hot work, confined space, excavation, and working at height, ensuring proper approvals and coordination with the safety team. I work closely with engineers, HSE officers, and client representatives to maintain site safety, proper documentation, and permit tracking.

In addition to my field experience, I have strong computer skills, including proficiency in Microsoft Office (Word, Excel, PowerPoint), email communication, and basic data entry and document control. These skills help me manage reports, prepare permit logs, maintain safety records, and support site administration tasks efficiently.

My Iqama is transferable, and I am available to join immediately or at your convenience. I am confident that my permit handling experience, knowledge of Saudi site procedures, and computer proficiency will make me a valuable asset to your team.

Thank you for considering my application. I have attached my CV for your review and look forward to the opportunity to contribute to your organization.

Sincerely,
Md Saifur Rahman



MD SAIFUR RAHMAN – WORK PERMIT RECEIVER

Riyad, Saudi Arabia (**Transferable Iqama**) | Iqama No: 2590385635

+966 55 845 2207 | saifur.cse.98@gmail.com

PROFESSIONAL SUMMARY:

Multiskilled professional with hands-on experience in **Work Permit Receiving, Document Control, and Frontend Web Development**, currently working in Saudi Arabia. At present, employed with **Al Bawani Company** on the high-profile **Lucid Motors Project** in Jeddah, alongside consultant **Hill International** and client **Lucid**. Skilled in managing all types of work permits (hot work, confined space, excavation, working at height), ensuring compliance with HSE regulations and project safety protocols. In addition to fieldwork, experienced in **document control**, maintaining accurate records, tracking permit logs, and ensuring efficient document flow across departments. Highly organized with strong command over **Microsoft Office**, Excel-based tracking systems, and digital filing. Also equipped with technical expertise as a **Frontend Web Developer**, proficient in **HTML, CSS, JavaScript, React.js, and Next.js**, with the ability to design and maintain responsive and user-friendly websites and dashboards. Holds a **transferable Iqama**, available for immediate transfer, and brings a rare combination of field safety, technical documentation, and IT capability to any team.

WORK EXPERIENCE:

Global Horizon & Co, KSA [Jeddah] (February 2025 - Present)

Job Role : Work Permit Receiver (WPR)
Industry : Construction
Client : Lucid Motors Factory KAEC
Consultant : Hills International
Project : Lucid Advanced Manufacturing Plant (KAEC)
Project Scope : Providing MEP Services Phase I, Phase II
Project Value : 230 million SAR

Saudi Services for Electro Mechanic Works Company: SSEM (Nov 2024 - Jan 2025)

Job Role : Assistant Document Controller
Industry : Electricity Substation
Client : Diriyah Company
Consultant : Saudi Electricity Company
Project : Construction of New Diriyah Gate 380/132/13.8kv BSP 9082
Project Scope : Providing 1707 MVA-capacity Bulk Substation and the 200 MVA-capacity Primary Substation
Project Value : \$ 310 million


SKILLS:


Project-Based Skills

- Coordination with HSE, Consultants, and Clients
- Compliance with Site Safety Protocols
- Permit Risk Assessment Support
- Document Handling on High-Value Projects
- Real-time Problem-Solving On-Site Operations

- ## **Project-Based Skills**
- Coordination with HSE, Consultants, and Clients
 - Compliance with Site Safety Protocols
 - Permit Risk Assessment Support
 - Document Handling on High-Value Projects
 - Real-time Problem-Solving On-Site Operations

Technical Skills

- Microsoft Office Suite (Word, Excel, PowerPoint) 
- Permit Management & Safety Documentation
- Document Control Systems & File Management
- Data Entry & Digital Record Keeping
- Email Communication & Reporting

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- Microsoft Office Suite (Word, Excel, PowerPoint) 
 - Permit Management & Safety Documentation
 - Document Control Systems & File Management
 - Data Entry & Digital Record Keeping
 - Email Communication & Reporting

EDUCATION:

B. Sc. In Computer Science Engineering
 ❖ International Islamic University Chittagong, (Dept. of CSE) April 2023
 ❖ CGPA: 3.709 out of 4.00

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 ❖ CGPA: 3.709 out of 4.00

Higher Secondary Certificate
❖ Comilla Victoria Government College
❖ CGPA: 4.83 out of 5.00

August 2016

- Higher Secondary Certificate**
❖ Comilla Victoria Government College
❖ CGPA: 4.83 out of 5.00
- August 2016**

CERTIFICATIONS:

“Full Stack Web Design & Development”
 ❖ Online Platform, Learnwithsumit.com 2023

- **“Full Stack Web Design & Development”**
 ❖ Online Platform, Learnwithsumit.com 2023

❖ **“Complete Web Design & Development”**
❖ SIMEC SYSTEM LTD 2021

- ❖ **“Complete Web Design & Development”**
❖ SIMEC SYSTEM LTD 2021

❖ New Horizons, Chittagong 2019

- ❖ New Horizons, Chittagong 2019

OTHER SKILLS:

- ## OTHER SKILLS:
- Proficient in CCTV design and installation.
 - Expertise in electrical system design and planning.
 - Skilled in building electrical system design using AutoCAD.
 - Troubleshooting and maintenance of electrical systems.
 - Excellent communication and teamwork abilities.
 - Project management and coordination.

HONORS AND AWARDS:

Merit Scholarship
 ❖ International Islamic University Chittagong, (Dept. of CSE) 2018-2023

- Merit Scholarship**
 ❖ International Islamic University Chittagong, (Dept. of CSE) 2018-2023

Government Merit Scholarship
❖ From 5th to 10th Grade 2010-2015

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LANGUAGES:

Bangla: Native Language or Bilingual Proficiency.

English: Professional Working Proficiency.

Arabic: Basic Working Proficiency.

Hindi: Working Proficiency.

DECLARATION:

(I solemnly declare that all the information provided in this is true. I undersigned, hereby declare that I will be responsible for any wrong information provided here.)

Date: _____

(Md Saifur Rahman)