



## Sheik Mohamed Sithick

**Nationality:** Indian **Date of birth:** 15 Jun 1988 **Gender:** Male

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**Work:** Al Yarmouk Oraifi Industrial District, 35525 Al-Jubail (Saudi Arabia)

### ABOUT ME

A rigorous, task driven **engineering professional** with substantial experience in providing **technical support services** to organizations and individual users, typically addressing issues with both hardware and software systems.

### EDUCATION AND TRAINING

#### Bachelor of Engineer in Electronics & Communication

**Anna University** [ 28 Aug 2006 – 15 Apr 2011 ]

City: Tirunelveli | Country: India | Website: [www.annauniv.edu](http://www.annauniv.edu) | Level in EQF: EQF level 6

### WORK EXPERIENCE

#### Asset Controller

**SENDAN International Company Limited** [ 8 Aug 2023 – Current ]

City: Al Jubail | Country: Saudi Arabia

**Projects involved in:** *Khurasaniyah Gas Plant; Shaybah NGL Plant*

**Employee ID:** 113843

Coordinated mobilization and demobilization of rental vehicles, drivers, and equipment per Purchase Order (PO) from Procurement.

Updated Master Entry Sheet and ERP system daily for accurate tracking of rental assets.

Collected and shared monthly timesheets from sites with suppliers, ensuring timely submission.

Generated and distributed Monthly Project Expenditure Reports related to hired rental assets to assigned sites.

Liaised with suppliers to coordinate repairs and breakdown resolution as per site requests.

Oversaw installation, troubleshooting, and maintenance of GPS and sensor devices in both in-house and rental vehicles.

Managed ongoing maintenance of GPS systems and ensured accurate data for vehicle registration and renewal in Wasl Vehicle Tracking Services.

Monitored assets via GPS tracking software and submitted periodic reports to relevant departments.

#### Technical Coordinator

**INDUSTRIAL PROJECTS TECHNOLOGIES CO. (IPTECH)** [ 24 Dec 2019 – 23 Jan 2023 ]

City: Dammam | Country: Saudi Arabia

**Customers Dealt with:** *Al-Majdouie; CRESCENT; EARADAT; RISAL; SENDAN*

Plans, organizes, directs, and controls overall fleet management system and GPS operation of the customer vehicles.

Handling GPS & Sensor device installation and troubleshooting of GPS devices in vehicles and perform, supervise GPS & Sensor maintenance related repairs.

Monitor all the assets in the tracking software after the installation of the GPS devices and doing daily co-ordination and support teamwork through email communication for each and every activity.

Prepares and submits periodical reports to the concerned body and maintaining proper information logs and submitting them to the assigned supervisor.

Circulate the data whichever received from the customers to register in Wasl Vehicle Tracking Services for those vehicles that are running with operation card.

Ensure that the installation is free from any risks related to the failure of any mechanical and electrical parts and performs other duties assigned by the immediate supervisor.

### **Maintenance Supervisor**

**GENERAL ELECTRIC & TRADING CO. L.L.C.** [ 9 Aug 2015 – 30 Jun 2019 ]

City: Muscat | Country: Oman

**Project: Sultan Qaboos Mosque Maintenance Project**

**Payroll #: 1499**

Supervise and coordinate stock control and material inventories, maintaining systems and its processes.

Inform Line Manager of material requests in advance for the completion of planned and reactive works.

Recommend surplus stock for reactive works in line with stock management.

Supervise daily operations of maintenance staff and sub-contracted labor in their duties following distribution of all jobs for planned and reactive works in the MEP trades.

To prepare monthly attendance and overtime of the staff; accountable for the monthly invoices of the site submitted to client and accountable for the petty cash of the project.

Organize out-of-hours emergency work as required and to deal with emergency situations in a Professional manner informing Line manager immediately.

Implement, co-ordinate, monitor and adjust daily work schedules and routines as required and complete a daily log of activities and all task sheets for planned (PPM) and reactive works.

### **Logistics Executive**

**HCL TECHNOLOGIES LIMITED** [ 2 Jun 2011 – 5 Dec 2014 ]

City: Chennai | Country: India

**Project: Ceva Logistics ITES Support**

**Employee ID: 51381721**

Receive and sort invoices from carriers according to proper business codes.

Conduct transaction audits on freight invoices according to SOP and applicable contract rates.

Utilize databases, ILS Web application, and subject matter experts as resources to gain information required for audit and payment approval process.

Work with carriers to reconcile discrepant or rejected invoice entries.

Utilize online audit and invoice processing application to complete auditing, issue notification and resolution, and invoice payment functions.

Research aged receivable files from carriers and resolve accordingly.

Monitor freight bill resolution queue to reconcile missing or discrepant data and facilitate timely invoice payments.

Complete database entry and other archiving activities as defined by SOP.

### **LANGUAGE SKILLS**

**Mother tongue(s):** Tamil

**Other language(s):**

**English**

**LISTENING C2 READING C2 WRITING C2**

**SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2**

**Hindi**

**LISTENING B1 READING B1 WRITING B1**

**SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2**

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

**Arabic**

**LISTENING A2 READING A2 WRITING A1**

**SPOKEN PRODUCTION A2 SPOKEN INTERACTION A2**

**DIGITAL SKILLS**

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Microsoft Office / Microsoft Word / Microsoft Excel / Microsoft Powerpoint / Zoom / Skype / Google Docs / Outlook