Mohammed Basharath Khan

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PERSONAL SUMMARY

I am Result-oriented Postgraduate who have 5+ years of professional track record is diverse business environment that demand strong organizational, technical and interpersonal skills. I have the ability to complete any given task on time, with the help of my educational background and professional experience which will make me an assets to the company.

ORGANIZATIONAL EXPERIENCE

C1 GROUP – Document Controller - Nov 2018 to Present

Document Controller

Key Results Areas

- Maintaining Complete set of contract documents in individual folders
- Circulate the BOQ to related trades to bid
- Arranging general & all risk insurances docs thought support with Accounts
- Requesting accounts department to place a progress payment invoice to client based on progress works
- Ensure proper organization and security of documents (paper and electronic)
- Submitting the shop drawings / Samples / Technical Data in proper channel to client or consultant for approval and upon receipt of response circulating to project team
- Maintaining submittal log (Shop Drawing / Specification / Material Approval / Material Delivered Report
- Check and edit incoming documents and prepare for distribution
- Take charge of all document identification, classification, and filing
- Booking project site labor time sheet in relevant job numbers
- Petty cash expense booking in system and providing the original bills along with expense report to account to reimburse the expense.
- Follow-up with procurement department to get the scheduled shipment status
- Coordinating with shipment clearance agencies and arranging manpower to offload and mobilize the material in proper location
- Supplier WO / PO /VO preparation in Epicor system and getting approval from Bahrain and provides to supplier
- Supplier invoices processing for payment based on site supervisor confirmation of executed works
- Preparing Completion certificate and provides to accounts for final invoice processing as per contractual conditions
- Maintain confidentiality around sensitive information and terms of agreement
- Prepare ad-hoc reports on projects as needed
- Maintenance manual preparation.

HAVELOCK one SAUDI LIMITED – Office Admin July 2015 to Oct 2018

Admin Executive

Key Result Areas

- Devising and maintaining office systems.
- Booking rooms and conference facilities.
- Ordering and maintaining stationery and equipment.
- Maintain complete employee database.

- Manage office supplies & Kitchen supplies.
- Making appointments and planning their manager's diary
- Organizing and attending meetings; sometimes taking minutes and ensuring their manager is well- prepared for meeting
- Follow-up with legal department for local trading documents and maintain tracking to identify the expire date for renewal
- Follow-up according to the annual contact if any problem accurses in Xerox / Plotter / Electricity / Maintenance)
- Standing in for their manager in their absence.
- Assisting with projects their manager might be working on by researching or writing reports
- Screening phone calls and dealing with enquiries where appropriate

- Replying to emails, faxes and post
- Complete office responsibility (Yearly office rent / internet bill / phone bill / staff phone bills / office car rent)
- Maintaining all the office licenses in a proper manner
- Maintain misc docs related to HR
- Arranging commercial visa which requested by the suppliers to his works
- Upon request of staff, arranging salary certificates / work permit thru Alshaya HR & Legal
- Processing staff annual leave request to HR and arranging air tickets
- Follow-up with IT if any network issue (IT Network)
- Follow-up with IT is any software issue (IT Software)
- Petty cash handling and giving monthly turnover report to country in charge
- Follow-up with HR for staff residence renewals
- Arranging tickets to any business trip & office drives schedules, Maintaining project tools record.
- Arranging transport and hotel accommodation for any employee visits.

GLOBAL OFFICE SOLOUTIONS (GOS) Aug 2014 to June 2015

Accountant

Key Result Areas

- Maintain Accounts Receivable Records
- Maintain Accounts Payable Records,
- Preparing General Ledger
- Recording daily cash and bank transactions
- Preparing Cheques for local suppliers on due dates,
- Preparing the PO & WO
- Complete office responsibility (monthly office rent / internet bill / phone bill / staff phone bills / office car rent)
- Gather basic information and regular documentation & collates those for use by other members of the department.
- Carry out day-to-day bookkeeping & Finance / Accounting (Payment / Receivables / Payroll) tasks that are subject to well-defined procedure
- Perform basic reconciliation of company books with all bank's statements,
- Maintaining Petty Cash for local purchases and other office expenses.
- Handling & Recording weekly, monthly Timesheets Reports & Expenses.

Education

- 2010 to 2012: (MBA) Master's in business administration with Finance and Marketing from Osmania University Hyderabad, India
- 2007 to 2010: B.com (Computers) bachelor's in commerce form Osmania University Hyderabad, India.

Key Skills

- Outstanding customer service skills
- Solution Orientated
- Relationship Building
- Detail Orientated
- Decision Maker
- Attention to Detail
- Confident
- Flexible & Adaptable

Training Courses

- Completed Training of PMP (Certified Associate in Project Management) from PMI.
- Completed Training of Microsoft Project.

Technical Skills

- MS Office: Advance Excel with VBA, Word, Power Point, Outlook.
- Accounting packages: Tally, Peachtree, Focus, Wings, Micro-tech
- Operating system: M.S.DOS, WIN-XP,Vista, WIN-7,8 & 10.
- Hardware: Desktop & Laptop (HP, Compaq, Dell, HCL, Sony, Toshiba etc.

Personal Details

- Nationality: Indian
- Marital Status: Single
- Languages Known: English, Hindi, Urdu & Arabic
- Date of Birth: 12th March 1990
- Resident Permit: Valid for KSA
- Work Permit: Transferable
- Driving License: Valid.