

SAJEEV S.A

◆Bachelor of Commerce◆



CAREER OBJECTIVE

A dynamic individual with expertise and experience in handling varied roles with accountancy, people management and office administration as mandatory requisite. My accountancy background along with my hands-on experience in different verticals has streamlined my soft-skills to cater requirement scale of any job profiles which is pertained to my educational and expertise background. I am confident that irrespective of the job profile that I am assigned to i would utilize my skills to the utmost, thereby bringing transcendence to the firm.

Address

Sharjah. UAE

Date of Birth

September 16, 1992

TECHNICAL SKILLS

- Fluent and conversational in English, Hindi, Malayalam and Tamil
- Microsoft Office - Word, Excel, PowerPoint, Outlook and Access
- Accounting Software - Tally ERP, Easy Biz
- Computer Networking & Hardware configuration
- Designing Software – Photoshop

PERSONAL SKILLS

- Excellent written and verbal communication skills
- Highly organized and efficient
- Ability to work independently or as part of a team
- Proven leadership skills and ability to motivate

EDUCATION

B.COM. Cooperation	»	Marks (%): 80 % University: University of Kerala
12th Std.	»	Marks (%): 85 % University: NSS Nedunganda Higher Secondary School, Kerala
10th Std.	»	Marks (%): 89% University: Govt. Boys High School

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WORK EXPERIENCE

OCT 2018 –TODATE

FIRENOR ENGINEERING FZC, Sharjah, UAE (*Formerly Known as CONSILIUM MIDDLE EAST FZC*)

Designation: Document Controller cum Site Administrator

Project Involved: (Involved in Major Projects of ADNOC & ENOC in this tenure both onsite and offsite).

➤ PROJECT: FEWA POWER CONNECTION AT HEFD TERMINAL - FUJAIRAH

CLIENT: HORIZON EMIRATES TERMINALS LLC. (HETL)

PROJECT MANAGER: EMIRATES NATIONAL OIL COMPANY LTD (ENOC)

MAIN CONTRACTOR: CONSILIUM MIDDLE EAST FZC

➤ PROJECT: TIDE PROPOSED LUBE OIL BLENDING PLANT, YANBU, SAUDI

CLIENT: AL KHORAYEF MANUFACTURING LUBRICATING OIL CO., YANBU, KSA

PROJECT MANAGER: RK PETROPLUS SOLUTIONS FZE, RAS AL KHAJMAH, UAE

E&I CONTRACTOR: CONSILIUM MIDDLE EAST FZC

➤ PROJECT: TLBU EXPANSION WORKS AT JAFZA TERMINAL - WASTE MANAGEMENT FACILITY

CLIENT: TOTAL LUBRICANTS BLENDING UAE COMPANY LTD

CONSULTANT: MOTT MACDONALD

MAIN CONTRACTOR: CONSILIUM MIDDLE EAST FZC

➤ PROJECT: FTL CAPEX –IMO2020

CLIENT: VTTI – FUJAIRAH

CONTRACTOR: HIAP SENG ENGINEERING LTD

E&I SUB CONTRACTOR: CONSILIUM MIDDLE EAST FZC

➤ PROJECT: SEOT PHASE 7A UPGRADES PART I & II

CLIENT: STAR ENERGY OIL TANKING

CONSULTANT: MOTT MACDONALD

CONTRACTOR: HIAP SENG ENGINEERING LTD

E&I SUB CONTRACTOR: CONSILIUM MIDDLE EAST FZC

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➤ **PROJECT: FIRE SAFETY UPGRADE FOR TOTAL LUBRICANTS BLENDING PLANT AT JEBAL ALI FREEZONE**

CLIENT: TOTAL LUBRICANTS BLENDING UAE COMPANY LTD.

CONSULTANT: TEBODIN

FF CONTRACTOR: CONSILIUM MIDDLE EAST FZC

➤ **PROJECT: UPGRADING EXISTING EXPORT FACILITIES**

MAIN CONTRACTOR: ARABI ENERTECH K.S.C

LHD SYSTEM INTEGRATOR: CONSILIUM MIDDLE EAST FZC

Duties and Responsibilities

- Document Controlling of Project Documents.
- Submission of Documents & Drawings, to Main Contractors/Clients.
- Preparing & Maintaining Updated Document Deliverable List.
- Filing and Recording of Documents (Both Physical and Electronic Copies).
- Verifying the documents (Date, Revision, Status Errors), Dossier Preparation.
- Time sheet management for project invoicing by the accounts.
- Registering all incoming and outgoing correspondence according to project code, reference, date etc.
- Responsible for attending calls, faxing, typing of engineering specification and formatting, minutes of meeting, invoices, proposals, and all correspondences (letters/faxes/transmittal letters).
- Provide support to project manager on document submission.
- Dealing with petty cash, Permit Controlling, Gate Pass.
- Responsible for filing and keeping a proper record of outgoing and incoming mails, faxes, documents and report to Project Manager.
- Retention of old documents.
- Provide support for QA/QC As-Built preparation.
- Maintain the files and control logs as required by the project.
- Maintain updated records of all approved documents and drawings and their distribution clearly.
- Typing of site documents and follow up of all the site needs.

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Jan 2014 – Dec 2017

HARISUNS INDUSTRIES, Kerala, India

Designation: Accountant cum Document Controller

Duties and Responsibilities

- Reporting directly to the General Manager.
- Preparing & handling of correspondences, faxes, daily reports, letters & e-mail.
- Ensuring normal & prompt functioning of day to day office activities.
- Overall administration support to the general manager in connection with the welfare of employees.
- Fulfilling the resource requirement for the project as projected by planning and other concerned dept.
- Filing and Recording of Documents (Both Physical and Electronic Copies).
- Making necessary arrangements for traveling, scheduling & other requirements of employees.
- Dealing with petty cash, purchase order, delivery order, invoice, and employee's salary and over time.
- Managing IT, Medical Transcription Mediator, Advertising and Designing Company.

