

FAZLE BARY

PROJECT SECRETARY

QHSE DOCUMENTS

CONTROLLER

OFFICE ADMINISTRATOR

DRAUGHTSMAN



Bin Hafeez Camp, Mussafah-32
Abu Dhabi
+971-054-5876048
fazlebary87@gmail.com

Competencies

- Creative
- Enthusiasm
- Discipline
- Patience
- Determination
- Dedication
- Efficient
- Self-Motivation
- Effective Time Management
- Energetic team player
- Quick decision making

Personal Information

Name: Fazle Bary
DOB: 25 Feb. 1987
Nationality: Indian
Marital Status: Married
Passport: T3917031
Visa Status: Residence Visa
Driving License: Indian
Driving License: UAE

Key Skills

- Microsoft Office
- MS Word, Excel, Power Point
- AutoCAD 2010
- ACCONEX (File Management)
- Primavera Uploading Experience through Oracle. (With Musanada)
- PCW (File Management)

Summary

I am Master of Arts with 07+ years' Experience in the UAE & Saudi Arabia and 1 Years in India. During my Carrier I have worked in Administration, Documents Controlling, Project Secretary and Draftsman Fields. I am basically positive in nature with high levels of self-confidence, flexibility and good team spirit, Making Effective Decisions, Collaborating and Partnering.

Work History

2017–Till date **Project Secretary II Documents Controller and Draughtsman**
[Bin Hafeez Gen. Contracting L.L.C, Abu Dhabi, UAE](#)

(1) Project Construction of Internal Roads and Infrastructure Works at Baniyas East Sector EB11 & NB01
Client Abu Dhabi Municipality
Employer Musanada (Abu Dhabi General Services)
(2) Project Rahayel Project, Construction on infrastructure at Area 1, Zone 2
Client ZONESCORP
PMC HILL International
Consultant KEO Consultant
(3) Project Construction of Internal Roads and Infrastructure for Infill Plots in Al Bahya Area
Client ADM
Employer Musanada (Abu Dhabi General Services)
Consultant Diwi Consult Emirates

2016 – 2017 **Q.A/Q.C Document Controller**
[Simplex Infrastructure Ltd, Dubai, UAE](#)

Project 132/11KV Substation Al-Barsha-01 Dubai
Client DEWA
Contractor SIEMENS

2012 – 2015 **Documents Controller II Admin officer**
[Abdullah A.M AL-Khodari Sons Co. Taima, Saudi Arabia.](#)

Project CSN TAYMA(Saudi Arabia)
Client Municipality TABUK Saudi Arabia

2011-2012 **Documents Controller**
[Subhani Enterprises, Delhi India.](#)

Roles & Responsibility

- Responsible to receive the documentation by means of registering, tracking, Retrieving, distributing, storage and reporting upon documents in line with the Company policies
- Drafts Letters & Correspondence.
- Maintain and continual improvement of company document control process.

- English Typist
- NC & CNC Machine Operating.
- QHSE Related Documentation
- Software Troubleshooting
- Hardware Troubleshooting

Languages

- English
- Arabic
- Urdu

References

- Mr. Jagdis Dhanya
Project Manager - Simplex.
- Mr. Mohammad Ashraf
Project Manager-Abdullah
A.M AL-Khodari Sons Co.
- Mr. Hamza Al Ajlouni
Project Manager – Bin
Hafeez General Contracting
LLC.

Certification

**2011- Advance Diploma in
Computer Application**
Delhi India.

2021- AutoCad 2D
United Arab Emirates.

2021- Business English
United Arab Emirates.

- **Answering Call**, taking Messaging.
- Registration, distribution, and periodic review of all QHSE documentation.
- Responsible for working within the provisions and guidelines of the Quality Assurance system in compliance with ISO 9001:2008; ISO 45001:2018.
- Q.H.S.E Project closes out preparation for Audits.
- Receive and process Requests for Inspections(RFIs) to clients and maintain the requests via tracking logs.
- Develop and maintain the Document Management System (DMS) i.e **Aconex**
- Numbering the documents, maintain filing system, manage document archiving and document imaging.
- Generate the various document control reports as Required.
- Typing of site documents, and follows up of all the site Needs.
- Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate Staff, subcontractors, and suppliers as applicable in consultation with QA/QC manager.
- Ability to prepare reports and statistics.
- Knowledge of the organization and maintenance of filing systems.
- Responsible to time management site and office.
- **Update HR databases** (e.g. New hires, Iqama Renew or Lost, Passport Renew, Family (Exit Re-Entry , Tickets), Book Ticket, Salaries issues, timecard preparation and Attendance, Medical Cards / Claims, Accidents, death, Health & Safety, First Aid Appraisals, Demobilization of resources & Manpower, GOSI form 10 in case of site injury, Employee transfers, Leaves, Termination of employees & Resignations, & Arrangement of Accommodation.
- Ability to create presentations, charts, graphs, databases, and spread sheets.
- Ability to follow, interpret and explain instructions and/ guidelines.
- Ability to determine work priorities.
- Ability to communicate effectively.
- Ability to type minimum **40 words** per minute English.
- Ability to operate standard office equipment.
- Ability to administrate functioning along with Purchasing, Stock Maintenance, **Petty Cash**.
- **Cash Handling** & Record Maintenance with IT background.
- Knowledge of Planning and Scheduling meetings and coordinating **travel arrangements**.
- Organizing and maintaining both paper and electronic files.
- Other duties as direct by line Management from time to time.

P. O. Box 3589
Al-Khobar 31952
Tel.: (013) 814-7222
Fax: (013) 814-7171

Riyadh Office:
P. O. Box 3894
Riyadh 11481
Tel.: (011) 476 0117
Fax: (011) 476 1351

شركة ابناء عبد الله عبد المحسن الخضري

شركة مساهمة سعودية - س.ت. ٢٠٥٠٠٢٢٥٥٠ - الدمام
رأس المال ٥٣١,٢٥٠,٠٠٠ ريال سعودي مدفوع بالكامل

ABDULLAH A. M. AL-KHODARI SONS CO.
Saudi Joint Stock Company - C. R. 2050022550 - Dammam
Capital SAR 531,250,000 Fully Paid

ص.ب ٣٥٨٩
الخبير ٣١٩٥٢
هاتف: ٨١٤-٧٢٢٢ (٠١٣)
فاكس: ٨١٤-٧١٧١ (٠١٣)

مكتب الرياض:
ص.ب ٣٨٩٤
الرياض ١١٤٨١
هاتف: ٤٧٦-٠١١٧ (٠١١)
فاكس: ٤٧٦-١٣٥١ (٠١١)

Date: 16/09/2015

التاريخ: ١٤٣٧/١٢/٠٣ هـ

Employment Certificate

شهادة خدمة

We, Abdullah A. M. Al-Khodari Sons Co. do hereby certify that the below mentioned, was an employee of this company whose details are given below:

نفيد نحن/ شركة ابناء عبدالله عبدالمحسن الخضري بأن المذكور أدناه قد عمل لدينا بالشركة ومعلوماته كالآتي:

1. Employee Name: **Fazly Bary Abdul Bary**
2. Employee Number **114637**
3. Nationality **Indian**
4. Passport No. **J 6298996**
5. Department **Logistics Department**
6. Position **Admin Officer**
7. Date of Joining **18-09-2012**
8. Date of Leaving **31-08-2015**

١. الاسم **فضلي باري عبد الباري**
٢. الرقم الوظيفي **١١٤٦٣٧**
٣. الجنسية **هندي**
٤. رقم الجواز **J 6298996**
٥. القسم **الخدمات اللوجستية**
٦. الوظيفة **إداري**
٧. تاريخ بداية العمل **٢٠١٢/٠٩/١٨ م**
٨. تاريخ انتهاء العلاقة **٢٠١٥/٠٨/٣١ م**

This certificate of experience is issued upon his request and in accordance with Article 64 of the Saudi Labor Law without prejudice or liability on the part of the company.

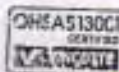
تم إصدار هذه الشهادة بناء على طلبه وطبقاً للمادة (٦٤) من قانون العمل السعودي دون أدنى مسؤولية أو إلزام على الشركة إتجاه الغير.

علي عبدالله عبد المحسن الخضري
Ali Abdullah A. AL-Khodari
رئيس مجلس الإدارة



Headquarters:

P. O. Box 832
Dammam 31421



المركز الرئيسي:
ص.ب ٨٣٢
الدمام ٣١٤٢١



AN ISO 9001 : 2008, 14001 : 2004
OHSAS 18001 : 2007 Certified Company

سيمبلكس افراستر كشرز المحدودة SIMPLEX INFRASTRUCTURES LIMITED

Dubai Branch Office

Office No. 312, 3rd Floor, Pinnacle Building, Al Barsh 1st,
Between Interchange 4 & 5, Sheikh Zayed Road, Dubai (UAE)

تليفون : ٣٩٩٦٧٢٤ ٩٧١٤ +، فاكس : ٣٩٩٦٧٨٥ ٩٧١٤ +، ص.ب: ١٢٤٧٤٨، دبي-أ.ع.م.

Tel.: +971 4 3996724, Fax.: +971 4 3996785, P.O. Box : 124748
simplexdubai@simplexinfra.com

TO WHOMSOEVER IT MAY CONCERN

*This is to certify that **Mr. Fazly Bary**, holding Indian Passport No. J6298996 has worked with our company in Dubai (U.A.E.), as Document Controller from 09th Aug 2016 to 22nd Nov 2017 and his performance was satisfactory.*

He left the company on his own accord and we wish him all the success on his future endeavor.

For Simplex Infrastructures Limited, Dubai Branch

Shabu George
(Assistant Manager – HR & Administration)

Date: 12th Dec 2017



(Formerly : SIMPLEX CONCRETE PILES (INDIA) LIMITED)

Regd. Office

"SIMPLEX HOUSE" 27, SHAKESPEARE SARANI, KOLKATA - 700 017, INDIA PHONES : 2301 - 1600, FAX : (033) 2283-5964/65/66, WEBSITE : www.simplexinfra.com

ISO 9001
ISO 14001
OHSAS 18001

BUREAU VERITAS
Certification





معهد المجرة لتدريب وتعليم الكمبيوتر
Galaxy Computer Education & Training Institute
Licensed by Abu Dhabi Centre for Technical and Vocational Education and Training - ACTVET
مرخص من مركز أبوظبي للتعليم و التدريب التقني والمهني



شهادة Certificate



This is to certify that

MR. FAZLY BARY

هذا مو التصديق بأن

25/02/1987

INDIAN

Date of Birth

Nationality

جنسية

تاريخ الميلاد

has completed the following courses

BUSINESS ENGLISH

اكتمال الدورات التالية

03/01/2021

03/02/2021

for the period from

to

إلى

للفترة من

Date of Issue

10/02/2021

تاريخ الإصدار

Director





معهد المجرة لتدريب وتعليم الكمبيوتر
Galaxy Computer Education & Training Institute
Licensed by Abu Dhabi Centre for Technical and Vocational Education and Training - ACTVET
مرخص من مركز أبوظبي للتعليم و التدريب التقني والمهني



Certificate شهادة



This is to certify that

MR. FAZLE BARY

هذا مو التصديق بأن

Date of Birth 25/02/1987 Nationality INDIAN

تاريخ الميلاد _____ جنسية _____

has completed the following courses

اكتمال الدورات التالية

AUTOCAD 2D

for the period from 02/09/2020 to 01/10/2020

للفترة من _____ إلى _____

Date of Issue 05/10/2020

تاريخ الإصدار _____

Director



No.: ICMSD/Y/GM1/05-11/32

An ISO 9001 : 2008 Certified Institute

Regd. No.:471/91-92
(Govt. of Bihar, Patna)

INSTITUTE OF COMPUTER MANAGEMENT & SOCIAL DEVELOPMENT

MUZAFFARPUR

(AN INSTITUTE OF SOFTWARE, HARDWARE & NETWORKING and ELECTRONICS)
[Registered under Society Registration Act 21/1860 No. 471/91-92 (Govt. of Bihar, Patna)]



Certificate of Accomplishment

This is to certify that Mr. / Miss / Mrs. FAZLE BARY
S/o / D/o / Wife of ABDUL BARY successfully completed his / her
training in the course of ADVANCED DIPLOMA IN COMPUTER APPLICATION
from JUNE, 2010 to MAY, 2011 at KEOTI LEARNING CENTRE, KEOTI, DARBHANGA
conducted by this Institute with 'A+' (79%) Division/Grade. The Secretary of this Institute as an
acknowledgement of his / her dedication and skill earned decided to award this certificate on 14.09.2011

Place & Date : MUZAFFARPUR, 4th September, 2011

Grantam manto
Course Co-ordinator

<50%	F Fail	70-74.9% A Good
50-59.9%	C Below Avg.	75-79.9% A* Very Good
60-64.9%	B Average	80-89.9% E Excellent
65-69.9%	B* Fair	90-100% E* Outstanding

www.icmsd.org.in

Hanagar Ahi
Secretary
Institute of Computer Management
& Social Development
Aghoria Bazar, Muzaffarpur

Date: 12/10/2021

APPRECIATION LETTER

Attention: **Project Secretary/Document Controller-Fazly Bary**
BIN HAFEEZ GENERAL CONTRACTING LLC

PROJECT: **CONSTRUCTION OF INTERNAL ROADS AND INFRASTRUCTURE FOR INFILL PLOTS IN**
AL BAHIA AREA

Greetings,

We are writing this letter to extend our appreciation towards your successful efforts as **Project Secretary/Document Controller** in completion of the above-mentioned Project with great efficiency. The efforts presented by you in the completion of this Project are truly commendable for that we are really appreciated your efforts and professionalism by which you and all the team achieve the target within all requirements for the Client satisfaction.

Once again, we would like to thank you and congratulate you for your hard work and dedications. I wish that you continue your spirit in the upcoming Projects also.

Wishing you all the best and good luck ahead,

Best Regards,



Engr. Osman Ali
Resident Engineer (DIWI Consult Emirates)