



HABEEBA SALIM

Over 17 years' experience in in UAE with a large knowledge of administration, Documentation, HR, and secretarial work with a master's degree in Human Resources and extensive skills and abilities to professionally occupied a challenging position within reputed organization where I can utilize my knowledge, skills and abilities and contribute the company success.

Employment history:

McDermott Middle East Inc.

Designation: Office Administrator cum Document Controller.
January 2011 to May 2021.

Key Responsibilities:

- Uploading transmittal & Making CSV in Assai Web System.
- Issuing deliverables in Lotus Notes.
- Issuing Vendor documents and uploading in Vendor Portal.
- Update and publish weekly Vendor Data Tracking Report.
- Compiling and updating client comments in Lotus Notes.
- Updating TQ Log and Lotus Notes & Issuing TQ Report on.
- Issuing Fabrication Yard index and SQS ARN log weekly.
- Submission of documents to Clients through FTP.
- Distribution of SQS and ARN log weekly basis.
- Manage systematic and comprehensive document filing system of all materials ordered and uploaded in Primavera.
- Uploading of Fabrication Daily Progress Report in Primavera.
- Responsibilities include assisting to all engineers, typing, formatting, scanning engineering reports, following-up all approvals of procedures and drawings, distributing all incoming & internal mails, and managing all related records.

Project Handled with McDermott Middle East Inc.:

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|----------------------------------------------------------------|--------------------------------------------------|
| • KJO Khafji Ratawi Water Injection Facilities- Saudi Arabia | • BRRI 432 Platforms Pipelines & Cables - Aramco |
| • Bul Hanine -Re-Development Phase 1A -Qatar Petroleum | • Header -9 Facilities -Aramco |
| • NFA -Qatar Petroleum | • 9 Jackets ZFNY, ZULF,MRJN,ARBI - Aramco |
| • Bul Hanine -Re-Development Project Phase -1B-Qatar Petroleum | • MRJN TP-10 - Aramco |
| • 13 Jackets – Aramco | • MRJN Upgrade Project – Aramco |
| | • 4 Jkts & 300 Observation Platform – Aramco |

Dubai-UAE
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Academic background:

MHRM – Master's degree in Human resources management. Pondicherry University.

B. Ed-Social Science-Calicut University

MA-History – Farook college

Computer Abilities:

MS Office packages

Primavera

Lotus notes

Assai Web

Languages:

English: Fluent

Hindi: Fluent

Malayalam: Fluent

Arabic: Basics

Personal Info:

Nationality: Indian

DOB: 1 May 1975

Marital Status: Married

Other:

UAE Driving License:

Available

Ready to join Immediately

Abu Dhabi National Oil Company (ADNOC)

Management Support Director's Office (various divisions)

Designation: Office Administrator.

June 2010 to November 2010

- Maintains records and documents perform variety of executive support.
- Responsible for mail pick up and distribution.
- Circulates memos as directed.
- Arrange, maintain, coordinate and schedule meetings or appointment.
- Maintaining Incoming/outgoing register and filing system.

Abu Dhabi Marine Operating Company (ADMA- OPCO)

Designation: Administration Assistant.

December 2008 to January 2009

Key Responsibilities:

- Generating correspondence i.e., memos, letters, faxes and emails.
- Compose letters and memos in response to incoming mails and calls.
- Maintaining Incoming/outgoing & develop filing system.
- Coordination with other departments, arranging meetings and record minutes of meeting.

Matrix Construction - Abu Dhabi – U.A.E

Designation: HR Assistant cum Secretary.

August 2005 to June 2007

Key Responsibilities:

- Sending offer letters to candidates.
- Drafting letters and other official correspondences.
- Maintaining Incoming/ outgoing register and filing system.
- Answering phones and processing messages for the department manager.
- Processing all outgoing communication in the form of emails, letters, voice messages or other forms of communication.

Udeel – Abu Dhabi – UAE

August 2002 to April 2005

Designation: HR Assistant

Key Responsibilities:

- Helping for the training sessions
- Dealing with employment Agencies
- Screening CV
- Scheduling interviews
- Conducting first line interviews (phone) with applicants

Al Mansoor Enterprises -Abu Dhabi - UAE

February 2002 to July 2002

Designation: Secretary.

Key Responsibilities:

- Played a part in recruitment process of qualified and skilled manpower
- Prepared Job offer letter for new recruitment.
- Consulted and advised candidates before, during and after the interview process.