

Curriculum Vitae

ABRAR UL HASSAN

abrarmohammed551@gmail.com

+971 555318368



PERSONAL DATA

Date of Birth:

19th Aug 1990

Nationality:

Indian

Marital Status:

Married

Language Known:

*English, Hindi
& Urdu*

Hobbies:

*Music, Sports &
Travelling*

Passport Details:

No.: U6693031

Valid up to: 02 Feb 2030

Driving License No: 2519909

Address: Abu Dhabi, UAE

PROFESSIONAL KNOWLEDGES AND ACADEMIC DETAILS

Academic:

Master of Business Administration (MBA)

(Finance/ HR)

Osmania University, 2014'

Hyderabad, India

Special Emphasis:

- Accounting
- Tally
- MS-Office Suite
- Secretary
- Orion
- Oracle
- Front Desk Administration
- Documentation Control
- MS-Project
- Project Co-ordinator
- Computer Maintenance Management System
- HR Works.

SKILLS

- Proven work experience as Accountant cum Project Coordinator & HR Works.
- As a Secretary you will assume the duty of clerical and administrative support in order to optimize Work flow procedures in the office.
- Administer and organize all project activities in cooperation with and under the direction of the Project Manager, aiming at the flawless execution of The project.
- Monitor and track project's progress and handle any issues that arise
- Create and maintain comprehensive project documentation, plans and reports
- Strong working knowledge of Microsoft Office and of project management tools

KEY COMPETENCIES

- **More than 5+ Years working experience as Accountant cum Project Coordinator & HR Works.**
 - Coordinate activities, resources, equipment and information
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 - Help prepare project proposals, timeframes, schedule and budget help prepare project proposals, timeframes, schedule and budget
 - Monitor and track project's progress and handle any issues that arise
 - Create and maintain comprehensive project documentation, plans and reports
 - Excellent client-facing and internal communication skills
 - Assisting and supporting the Project Manager in their daily duties.
 - Managing petty cash transactions
 - Ensuring all payments amounts & records are accurate.
 - Prepare substantial completion certificates and ensure all required project close out documents are obtained
 - Maintains department schedule by maintaining calendars for department personnel, arranging meetings, conferences, teleconferences, and travel
 - Effectively and accurately communicate relevant project information to the client and project team.
 - Welcomes new employees to the organization by conducting orientation.
 - Provides payroll information by collecting time and attendance records.
 - Submits employee data reports by assembling, preparing, and analyzing data.
 - Maintains employee information by entering and updating employment and status-change data.
 - Maintains employee confidence and protects operations by keeping human resource information confidential.
 - Maintains quality service by following organization standards.
 - Contributes to team effort by accomplishing related results as needed.

WORK EXPERIENCES IN UAE

From Oct 2015 to Till Date

Company: Gulf Industrial Services Co. (GISCO), Abu Dhabi

A member of Bin Hamoodah Group

Working as **Accountant cum Project Coordinator & HR Works.**

GISCO (A Bin Hamoodah Group Company) is a multi-disciplined Electro-mechanical Contracting Company based in the United Arab Emirates, and an organization that has become known as a facilitator of industrial and commercial development within the Region. The Company established itself as a leading contracting force in the Emirates, providing services to key clients in the industrial and commercial sectors and taking part in its economic boom.

KEY RESPONSIBILITIES:

- Writing and drafting of Business Letters, Minutes of Meeting, Memo's & Reports.
- Arrange all correspondence related to all concerning Managers and Engineers of the corporation independently.
- Correspondence with Client, end user and answering their queries.
- To keep the record of all incoming and outgoing fax.
- Ensuring the availability of Assets, Tools, and MEP Equipment's required to staff.
- Supplier in UAE. Also have rich knowledge about MEP materials
- Generate purchase requisition and follow up of the material as per all site requirements
- Responsible for material receiving vouchers and distribute online all LPO and SPO after issued by Purchase Department
- Continuous monitoring of Inventory Items
- Preparation of Assets inventory Report and Following up company Audit Policy
- Develop procedure for the Identification and proper File System
- Compile/ verify reports monthly or whenever required
- Check purchase requisition to ensure appropriate purchasing method & proper approvals are made
- Assisting Operation & Maintenance Manager, HR Manager in recruitment process
- Dealing with all correspondence (Incoming & Outgoing mails)
- Preparing of staff and labor daily personal files, leaves record and overtime records.
- Preparing periodically Preventive Maintenance reports like Daily, Weekly & Monthly reports etc
- Arranging Gate passes & CNI passes for Military Sites
- Maintaining daily attendance of Employees
- Responsible to verify items/ invoices upon receiving as per SPO and LPO and follow-ups of purchase requisitions
- Good knowledge in Maintenance procedures
- Preparing Monthly Cost Statement for ongoing Projects.

PROJECTS INVOLVED:

- **Abu Dhabi Marine Operating Company (ADMA OPCO)**
Scope of Work: Replacement of Power Factor correction equipment at ADMA OPCO/ ADGAS Head Quarters Building
- **Abu Dhabi National Oil Company (ADNOC)**
Scope of Work: HVAC Remaining works at Ruwais & Madinat Zayed Schools
- **Command of Military Works (CMW) + Abu Dhabi National Oil Company (ADNOC)**
Scope of Work: Construction of Bulk Storage Tank and fuel System at Swab
(Process Piping + Plumbing [Potable water + Sewage + Storm Drain + Oily Water Drainage] + Mechanical [HVAC] + Fire Fighting + Electrical + Instrumentation [Process + Fire Alarm] + Civil Architectural drawings)

▪ **Presidential Guard + Tabreed, Mahawi, Abu Dhabi**

AD-16, Presidential Guard camp/ External Chilled Water Piping Network

Scope of Work: Detailing & Checking the drawings/ Profile Drawing of Piping/ Welding & Fabrication work, Heat Exchangers etc

(Preparation of Chilled Water Network (layout & Profile) + Energy Transfer Station (ETS) Process Piping + Electrical + Instrumentation [*FOC Cable Layout*] +Civil & Architectural Drawings)

▪ **Abu Dhabi National Oil Company (ADNOC)**

Electrical Maintenance Services for ADNOC Buildings, Abu Dhabi.

▪ **H.H. Sheikh Sultan Bin Zayed Al Nahyan**

MEP Maintenance for sheikh properties, Abu Dhabi.

WORK EXPERIENCES IN INDIA

Worked in GENPACT INDIA as a Insurance Advisor for refinance mortgage loan from March 2011 To April 2013 (2 Years)

KEY RESPONSIBILITIES:

- Mortgage loan consultant deal with leading institution acting on the behalf of potential borrowers to get the best loan for their financial situation. Rather than work directly for a bank like loan officers, these consultants work as independent contractors. As mortgage rate dip to multiyear lows many homeowners wonder if a new loan could save them money.
Other fear the rate on their adjustable-rate mortgage might move up significantly and crave the certainty of a fixed-rate loan.
- Mortgages are like any other financial product in that their supply and demand will change dependent on the market. For that reason, sometimes banks can offer very low interest rates and sometimes they can only offer high rates. If a borrower agreed upon a high interest rate and finds after a few years that rates have dropped.

PROFESSIONAL QUALIFICATION

Course	Institution	Date
Master of Business Administration (MBA)	Osmania University, Hyderabad, India.	2012- 2014'
Bachelor of Commerce (B.Com)	Osmania University, Hyderabad, India.	2009- 2012'
Intermediate & Secondary Education	Higher Secondary Education Board, India.	2007- 2009'
Secondary School Certificate (SSLC)	High School Education Board, India.	Mar 2007'

DECLARATION:

I hereby declare that the above mentioned information is true to the best of my knowledge and belief.