

# Curriculum Vitae

## Personal Details

Father's Name: Abrar Ahmed  
Date of Birth: 12-12-1983  
Marital Status: Single  
Nationality: Pakistani  
KW ID Card #: 283121205371  
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ramir@kockw.com



**REHAN AMIR**

## Professional Experience.

### **Kuwait Oil Company (K.S.C)**

#### **Major Projects Groups I & II**

Project Support Team, Planning Assistant

*Khalifa Al-Daij Al Dabbous & Bros Co. From 04<sup>th</sup> March-2009 Till 08<sup>th</sup> June-2010*

*Integral Services Company(ISCO) From 09<sup>th</sup> June-2010 Till Present*

- Responsible for arranging Seminars, Presentation, Conferences, etc for Both Major Projects Groups I & II and also for PMC's (Fluor, Amec & WorleyParsons) employees.
- Processing of Staff Travel Sheet, Work Allowance Forms
- Maintaining a proper filing system for the admin. Section. I
- Organizing and Preparing Various Reports.
- Maintains proper documents, files, forms and all other relevant papers.
- Preparing Overtime sheet, Time sheet and Work Allowances Sheets and Vehicle Allowance Sheet
- Assigning Processing of Leaves and Duty Forms for the employees and generating the outgoing reference numbers for all the project documents, general correspondence and other memos.
- Drafting of various memos with proficiency in grammar, punctuation, spelling and proper usage of words for the Team Leaders of Major Projects Group
- Proper coordination and arrangements for requirements of office equipments, telephone, computers, office allocation.
- Preparations of forms like transfer advise forms, salary revision recommendation forms etc.
- Preparing Minutes of Meeting and Agenda for Meetings
- Coordination with co-staffs and other departmental secretaries in carrying out the documentations.
- Preparation of emails and itineraries for Team Leader approval

## **Kuwait Oil Company (K.S.C)**

### **Major Projects Groups I & II**

*Project Support Team, Document Controller.*

A document controller with a proven ability to establish and maintain an effective filing and archiving system for paper documents and electronic documents and files in accordance with company and archiving procedures. Possessing extensive knowledge of electronic data management systems, supplier document controls and electronic filing systems.

Responsible for establishing and maintaining an effective document control system. Ensuring that all design documentation is accurate, up to date and accurately distributed to relevant parties.

#### **Duties:**

- Maintaining a tracking facility to enable documents to be updated easily.
- Scanning in all relevant new documents.
- Checking dispatch documents are accurate.
- Presentation and filing of documents and drawings.
- Responsible for maintaining hard copy information.
- Issuing and distributing controlled copies of information.
- Managing and maintaining the document control system.
- Provide advice on procedures of issue and methods in accessing the system.
- Ensuring all documents are as up to date as possible within electronic filing systems.

#### **KEY SKILLS AND COMPETENCIES.**

- ❖ Strong IT, database and communication skills.
- ❖ Experience with document control packages such as Asite.
- ❖ Excellent interpersonal skills and professional telephone manner.
- ❖ Utilizing a range of office software, including email, spreadsheets and databases.
- ❖ A comprehensive understanding of health and safety regulations.
- ❖ Ability to evaluate, prioritize, organize and delegate work schedules.
- ❖ Proven decision making skills.
- ❖ Able to react quickly and effectively when dealing with challenging situations.
- ❖ Assisting department with queries on documentation requirements & submissions.

#### ***Stadler Professional.***

Stadler professional is a Manufacturer and Exporters of surgical Instruments there I work as Marketing Manager

All the correspondence and attend customers calls included in my responsibilities. From: 06-Aug, 2006 To 31-Oct-2008

#### ***Professional Skills.***

- Ms Office
- Foxpro
- Adobe Photoshop
- Hardware & Software
- Internet

***Academic Qualifications.***

*Govt. Jinnah Islamia College* **2002**  
*Fsc (Pre- Engineering Group)*

*City Public High School.* **2000**  
*Matric.*

**Certificate in Office Automation (COA)** **2002**

- Windows 98/XP
- Ms-Word
- Ms-Excel
- Ms-Access
- Ms- Power-point

***Languages.***

*Fair command on English, Arabic, Urdu, Hindi, Panjabi*

***Extra Curricular Activities.***

Snooker

Foos Ball

Cricket

***Postal Address:***

*Fahaheel Block # 8*

*Street No. 28*

*Building # 10, Kuwait.*

*Mobile: +965-94090621*