



Ibrahim Amjath

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ibrahimamjadkm@gmail.com

PS. Kavala, PO. Madavana, Kodungallaur,

PIN – 680 666, Thrissur (Dt.), Kerala, India.

Post Applied for:

Logistic Assistant

Professional Experience : 17.5 Years of total work experience in **G.C.C** (Dubai, U.A.E & Al Khobar, K.S.A)

Driving License details : Valid U.A.E Light Driving License (Issue date: 02/07/2006, Exp date: 02/07/2026)

Career Snapshot

No.	Positions	Organization	Tenure
1	Logistics Coordinator	Team Lifting Est. for General Contracting, Al Khobar, Saudi Arabia. (Heavy Transportation & Heavy lifting Co.)	(01.2 Yrs.) 06/12/2020 – 01/02/2022
2	HR & Admin. Coordinator	Nasser Saeed Al Hajri Corp., Al Khobar, Saudi Arabia. (Leading Construction contractor of Oil Refineries and Petrochemical Plants etc...)	(01.2 Yrs.) 02/10/2019 – 05/12/2020
3	Sr. Administration Officer	Arabtec Construction L.L.C, Dubai, U.A.E (Multinational Construction Co. in the G.C.C & MENA region.)	(15 Yrs.) 03/03/2004 – 19/03/2019

Duties and Responsibilities - at Team Lifting Est. for General Contracting, Al Khobar, Saudi Arabia.

- Preparing and forwarding quotations and Invoices to clients.
- Payment follow-up with customers.
- Assigning suitable Fleet and crew upon the approval of job.
- Arranging necessary permits for Road Transport, Seaport Vehicle entry pass and other permits for the client's sites / location.
- HR operations – Employee Leave & Final Exit process, Air ticket arrangements, Recruitment process etc...
- Maintaining Employees personal records.
- Maintaining and updating Vehicle documents, permit renewals etc...
- E-mail correspondences.

Duties and Responsibilities - at Arabtec Construction, Dubai & Nasser Saeed Al Hajri Corp. Al Khobar, K.S.A.

- New entrants Joining, Allocation and updating in the system.
- Maintains employee-related databases. Prepares periodic reports for management and analyzes reports that are necessary to carry out the functions of the department and company, as necessary or requested.
- Leave / attendance management and providing inputs for payroll as needed.
- Ensure the exit formalities are done as per internal and external guidelines and coordinates with relived candidates on their settlement.
- Ensure that the new joiners are properly oriented with the systems, policies and procedures of the company.
- Ensure all relevant records are updated and maintained and all Personnel files are safeguarded and kept confidential at all times.
- Assist to line managers for the implementation of the yearly appraisals and performance management system.
- Assists with the implementation of company safety and health programs.
- Provides payroll processing backup support to Accounts and Payroll team and maintain the payroll database.

- Handling employee complaints / grievances and provide them necessary assistance to resolve their claims and various issues.
- Work closely with the line managers to understand the hiring requirements and assist them overall recruiting strategy; including the current staffing needs, and forecasts.
- Liaise with the line managers to develop and update job descriptions and job specifications.
- Maintain and own all Recruitment Reports / metrics.
- Assist to conduct recruitment and selection processes and ensure timely coordination of interviews by the HR. team.
- Assist to line managers to implement Environmental Health and Safety programs.
- Assist to Insurance Dept. to arrange Health Insurance for employees.
- Clearance process of employees proceeding on Leave / Resigned / Terminated.
- Arrangements for employee's Visa medical with concerned Departments.
- Sending reports of absentees / Absconders to HR. team.
- Monitor and update Time & Attendance system.
- Arrangements for manpower allocation as per site request.
- Assisting employees for their Medical Insurance Claims coordinating with Insurance Dept.
- Arrangements for applying Occupational Health Cards and Renewals.
- Maintains payroll information by collecting, calculating, and entering data.
- Updates payroll records by entering changes in exemptions, savings deductions, and job title and department/division transfers.
- Resolves payroll discrepancies by collecting and analyzing information.
- Maintains payroll operations by following policies and procedures; reporting needed changes.
- Prepare and disseminate Memos / E-mail correspondences etc...
- All other miscellaneous job assignments required by Management.
- Update and maintain data-bases / preparing MIS reports on weekly / monthly basis such as Manpower Summary Reports, Employee Leave schedule, Employee status records, Employee Training records etc...
- Miscellaneous reports requested by Management.

Education: **Bachelor's Degree in Commerce (B.Com) – 2004**
University of Calicut, Kerala State, India.

Computer Skills: **DCA (Diploma in Computer Application) – 2000**
NIIT Computer Institute, Kodungallur, Kerala State, India.
Proficient in MS-Office Packages: MS-Excel, MS-Word, MS-Outlook Office 365 etc...
Experience in ORACLE / ERP based applications for DBMS, Staff attendance management system & Document control system.

Personal Information		Passport details	
Nationality	Indian	Passport No.	K5253049
Gender	Male	Place of Issue	Dubai
Date of Birth	22/05/1981	Passport Issue date	24/04/2012
Marital Status	Married with 02 children	Passport Expiry date	23/04/2022

Languages known: English, Hindi & Malayalam : Fluent (written and spoken)
Arabic : Basic conversational level

Professional profile:

- Highly organized and dedicated.
- Self motivated, responsible, creative, flexible and able to work independently.
- Multitasking ability.
- Analytical mind and familiarity with data analysis principles.
- Ability to maintain strict confidentiality; honest and trustworthy.



United Arab Emirates

دولة الإمارات العربية المتحدة

Driving License

رخصة قيادة



سلطة الترخيص

rtm4721

Licensing Authority

License No.

1060756

رقم الرخصة

الاسم ابراهيم امجات كونام فيتل محمد

Name Ibrahim Amjath

Nationality India

الجنسية الهند

Date of Birth

22/05/1981

تاريخ الميلاد

Issue Date

02/07/2006

تاريخ الاصدار

Expiry Date

02/07/2026

تاريخ الانتهاء

Place of Issue

Dubai

جهة الاصدار دبي

Traffic Code No.

11258642

الرمز المروري

Permitted Vehicles

أنواع المركبات المصرح بقيادتها

			مركبة خفيفة Light Vehicle	

- This license should be with you when you are driving and should be presented on demand to an authorized person.

- يجب حمل الرخصة أثناء القيادة وإبرازها عند الطلب للجهات المختصة.

- Give way to ambulance, civil defence, VIP escort and police vehicles.

- يجب اقناع الطريق لسيارات الإسعاف، الدفاع المدني، الموكب الرسمية والشرطة.



UAE

15 01 5202406 EGSP

Ref: 2019/EL/HR/XE/AD/6757

Date: 01 May 2019

Experience Certificate
To Whom it May Concern

This is to certify that Mr. Ibrahim Amjath Konamveetil Mohamed, employment number 12475 and holder of India passport number K 5253049, was employed by Arabtec Construction LLC from 03-March-2004 to 16-March-2019. His last job title with the Company was Sr. Plant Administration Officer.

We take this opportunity of wishing him all success in his future career.

This certificate is issued upon his request.

For Arabtec Construction (L.L.C)




Thaer Haddadin
HR Director



FACULTY OF COMMERCE

Whereas it has been certified by duly appointed Examiners that

Ibrahim Amjath K.M.

is qualified to receive the Degree of Bachelor of Commerce, he/she having passed and been placed

in *Third* Class in Part I—English

in *Third* Class in Part II—Second Language (*Hindi*) and

in *Second* Class in Part III—Commerce

Subjects under Vocational Stream *Tax Procedure and Practice*

at the Examinations held in

April 2000, April 1999

and September 2003 respectively.

(Reg. No. and Year Part I *969922 April 2000*

Reg. No. and Year Part II *969922 April 1999*

Reg. No. and Year Part III *905664 September 2003*

The Senate of the University of Calicut hereby confers on him/her the Degree of

Bachelor of Commerce

with all the Rights, Privileges and Honours thereunto appertaining

Given under the seal of the University



CALICUT UNIVERSITY
673 635

Date: *01.09.2004*

Mumma
VICE-CHANCELLOR

404309-U

United Arab Emirates
Ministry of Foreign Affairs
Sharjah Office

002820

No. _____ الرقم
Date _____ التاريخ
نصادق على صحة ختم وتوقيع القنصلية العامة
لدولة الامارات العربية المتحدة في مومباي
We certify Stamp & Sign. of Gen. Consulate of U.A.E in Mumbai
هذه الوزارة غير مسؤولة تجاه المحتويات
This Ministry not responsible for the contents of
the documents
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Government of Kerala
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(Certificate Authentication Centre)
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Document is in order
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57/105

PAULOSE C. JOHN
Additional Secretary to
the Government of Kerala
General Education Department
(Certificate Authentication Centre)
ERNAKULAM



GOVERNMENT OF KERALA
HOME DEPARTMENT

No. 2467/PS/Att/..... Home, Thiruvananthapuram
Dated: 06-10-2005
The above Signature of Sri. Paulose C. John
Additional Secretary to the Government of Kerala
General Education Department is attested

Authorised Office

[Signature]
06/10/2005
D. PUSHPALATHA
Under Secretary to Govt.
Home Department
Thiruvananthapuram

Consulate General of the
United Arab Emirates
MUMBAI - INDIA

115984

No. _____ الرقم
Date _____ التاريخ
نصادق على صحة ختم وتوقيع حكومة كيرالا
We certify Stamp & Signature G.A Dept.
Govt. of Kerala
هذه القنصلية غير مسؤولة تجاه المحتويات
This Consulate is not responsible for the
Contents of the documents
القنصل العام



red by Velayuthan K. S. S. S. S.
red by Padmasavithri. A. V. S.
st. Registrar M. D. Mohan





*The Academic Council of
NIIT*

having duly examined

Ibrahim Anjakh Jr. Jr.

*during and after six months of study
on the specified curriculum*

and having found the candidate's performance to be

Good

Legend Overleaf

*have pleasure in recognising this attainment
with the award of this*

Advanced Certificate

in

PC APPLICATIONS

Given under our hand and seal on

This, the 23rd day of May 2000

at Heodungallur



*Chairman of
the Academic
Council*

*Vice-Chairman
of the Academic
Council*

*Registrar & Member
of the Academic
Council*

7350077



TRANSCRIPT

Network - Centered Computing Curriculum

Semester E

Duration : 26 Weeks

IBRAHIM AMJATH K M

4T35C070

Name : Regn. No.....

Description	Performance (%)
Module Tests :	
● Computer Overview, DOS, Computer Concepts, Local Area Networks, Windows NT, Networking Essentials, MS-Word, MS-Access	65.0
● Concepts and Tools of Quality Management, Application Development, MS-Excel, MS-PowerPoint, Internet, Multimedia	73.0
Projects:	85.0
● ISAS	
● Seminar-Project Presentation ICA	86.0
● Application Development Using MS-Access	88.0
Overall Reassessment Examination (ORE)/ Test for Advanced Standing (TAS)	-

Overall Performance (Weighted)

76.1

Grade

B

KODUNGALLUR

Place :

04/05/2000

Date :


 Registrar & Member
 of the Academic Council

%Marks	Grade	Interpretation
< 50	E	Exposed
50-59.9	D	Satisfactory
60-69.9	C	Fair
70-79.9	B	Good
80-100	A	Excellent

ORE — A student appears for ORE if he/she wants to improve his/her performance and in this case the individual test scores are not used to calculate overall performance.

TAS — A student appears for TAS to establish entry level equivalence for joining a higher semester.

Corporate Office— 8 Balaji Estate, Sudarshan Munjal Marg, Kalkaji, New Delhi- 110 019 India



THE QUALITY COLLEGE®
A Division of Philip Crosby Associates

does hereby certify that

Teachin Nijiah K. M.

has satisfactorily completed the

Quality Management Program at NIIT.

Philip B. Crosby

Vice President, Institute of Quality Ltd.

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GCPMUS000166

Philip B. Crosby

Philip B. Crosby
Founder of Philip Crosby Associates