

MUHAMMAD SAHEER C

Accountant,Secretary/DocumentController

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Carrier Objective

With more than 5 years of relevant experience in the areas of Accounting, Office Management, Secretarial, Documentation works with a proven track record in coordinating with multidisciplinary and international teams across various office, where I can utilize my knowledge, skill and abilities.

Carrier History

Employer : M/s. Zatoon Food stuff trading L.L.C, Ghayathi, Abu Dhabi

Position : Accountant Assistant

Experience : From April 2021

Responsibilities

- Maintain books of accounts from journal entries up to finalization.
- Making Sales Invoices & Recording Purchase Entries
- Interim profitability analysis various departments.
- Reconciliation of balances with banks and sister concerns on monthly basis.
- Handling cash cheque books and other security items.
- Managing petty cash and funds.
- Payroll accounting and disbursements of salary & other allowances to staff.
- Direct reporting to accounts manager on all accounting and finance matters.
- Any other work with respect to accounting allotted from time to time.
- Prepare & Finalize VAT Returns
- Making Cheque for parties.
- Cash Handling & Preparation of Day Book.
- Taking order from Customers
- Maintain the documents in office under safe custody without any damage or deterioration with easy traceability.
- Ensure timely bank payments

Employer : M/s Ghantoot Transport. & Gen.Cont L .L.C, Abu Dhabi

Project : Construction, Completion and remedy of defects of Zayed City Water Supply Main

Client : MUSANADA

Consultant : Dorsch

ProjectValue :AED147Million

Aug 2018–March 2021

My most recent project is Construction,Completion and remedy of defects of Zayed City Water Supply Main project where, I set up the procedures and electronic filing structure for document control. In addition, I am the project secretary and involved in the coordination of all Documentation &Administration duties.

Responsibilities-

- Reporting to Senior Project Manager.
- Drawings : Updating construction drawings, shop drawing and drawing register,hard and soft copy filing, collecting and distributing drawings by hand and through Oracle Unifier.
- Assisting in the preparation of Daily/Weekly/Monthly reports.
- Technical Submission through Oracle Unifier.
- Coordinate with all site Administration/Secretarial works.
- Prepare Transmittal letter/documentation for all of the material submittals, shop drawings submittals and sample boards for consultant/client approvals.
- Maintain filing systems for documents both physical and electronic.
- Received documents (hard copies delivered to office and emails)and process according to standard ocument management system.
- Coordinate with head office for reporting and follow up Submitting & Receiving Correspondence.
- Typing of letters, memos, asset requests& release, emails and preparing documents &presentations according to instructions.
- Maintaining and daily updating Correspondence Log, Material Submittal Log, Shop Drawing Submittal Log, Method Statement log, Document Submittal Log, RFI Log, NCR Log, and Sub Con. Prequalification Log & SOR Log, etc.
- Maintain &process documents for Senior Project Manager to review and sign.
- Screen incoming telephone calls ,letters& emails and screen appropriately based on priority.
- Help make sure meetings are coordinated smoothly.
- Welcomes visitors and looks after their comfort as they wait for Senior Project Managers.
- Make sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable.
- Managing and Maintaining office supplies &stationary.
- Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.
- Maintain updated records of all approved documents and drawings and their distribution clearly.
- Submitting & Receiving Correspondence , NOC's/NOI's Submittals.

Employer :M/s SILKPALACE WEDDING COLLECTIONS(KERALA,INDIA)

Position : Accountant Assistant

November 2015–July2018

ACCOMPLISHMENTS&SKILLS

- Proficient in Oracle Unifier, Aconex, EDMS, Microsoft outlook &MSOffice.
- Expert in Business Letters, Staff Payroll, Site Administration.
- Completed Type Writing Lower Course &Touch Typist.
- Attained Tally and MSOffice certifications.
- Manage to collect all relevant documents to compile the PQP.
- Knowledge of drafting official correspondences.
- Quick responds &accurately updates information as required.
- Maintain proper document backup system.
- Generate the various document control reports as required.

LANGUAGEPROFICIENCY

- ENGLISH,HINDI,MALAYALAM,

ACADEMIC

- Bachelor Degree in Commerce.

PERSONNELPROFILE

- Nationality :Indian
- Gender :Male
- Marital status : Un Married
- Passport No : L9417918
- Visa Status :Working Visa

DECLARATION

I here by declare that all information furnished above is true to the best of my knowledge and belief.

MUHAMMAD SAHEERC