



P.MOHAMED SALAHUDEEN

Mobile: +966 571472088 (Saudi)
+ 91 9629977719 (India)

Summary:

Date of Birth :28-March-1988
Nationality :Indian
Current Location :Saudi Arabia
Passport No : U0572523, valid up to 17-SEP-2029
Iqama No :2301474041
E-mail.ID : **msala.docc786@gmail.com**
Skype : **msala.docc786@outlook.com**

Objective:

I am looking for a challenging position where I could be a productive and contributive member of the team or organization to utilize my 10+ year's work experience in the field of Document Control, Administrator, Warehouse Coordination and Project Support Services.

I will be most suited for the position of Document Controller, Administrator & Storekeeper to manage and coordinate the document control functions and project support services of Document Control Centre in Project Control Department with special attention towards the Quality Management System, Project Quality Plan, and Project Planning & Project Scheduling.

Profile:

I am a Graduate (B.SC. - 3 years Bachelor of Science in Computer Science) from Manonmaniam Sundaranar University, Tirunelveli, INDIA and have 6 years of rich, in-depth, varied experiences in the field of all nuances of Network, including Document Control, Project Coordination, Warehouse Coordination, Documentation of Management Reports, Project Support Services, , Accountancy using various latest Finance related Software like Tally ERP 9, Oracle and Data Base Management in Civil, Architectural, Piping, Structural, Infrastructure Projects in EPCM - Engineering, Procurement, Construction and Management environment. Extensive involvement in Corporate Meetings and presentations and business related activities.

Career Overview:

10 years of overall experience in Document Control, Administrator & Assistant Account and Warehouse Coordinator, Record Management, Drawings Archives, Project Support Services, System Support, Material Coordination and Material Control. My focus is on the Document Management, Project Coordination, and Warehouse Coordination.

In addition to Document Control, got exposure in a variety of other functions of the Office Management, Administration, Corporate Communication, Quality Management System, ISO, and Internal Audits. I have worked as an individual and as a contributing member to an existing production team

11 years of total working experience out of which 10 years in Document control, Administrator and Asst.Account & Warehouse Coordination, 6 Month Accounts & 6 Month in Desktop Support.

Experience Projects Background and Job Responsibility

Document Controller | Assistant Administrator | Rastanura, Saudi Arabia (Feb 2020 - Present)

Company	Gulf Resources Projects Co. for Contracting
Project	Juaymah Tank Farm (JTF) Projects- Ras Tanura
Client	Tunisian Saudi for Projects Co.LTD (TSP) - EPPM
Contract	6600043865 - Project No: BI #/JO#-10-01483-0003
Value	SR. 23 Million
From	Feb 2020 - Still Working
Aramco ID	8458068



I am working as a Document Controller | Assistant Administrator / My responsibilities are

- Maintain and update Incoming & Outgoing documents summary on excel & Access log sheet.
- Employee Aramco ID requisition, Temporary Access & Vehicle Gate pass preparation and Appointment Schedule for employee Aramco ID and vehicle Square and triangle Sticker preparation.
- Arrange employee monthly time sheet and rental employee time sheet also.
- Verify employees' attendance sheet manually and electronically.
- Converse with employees to discuss differences in hours worked
- Justify any deductions in the salary by providing on paper proof to employees
- Maintain record of Aramco ID ,Vacation, exit, warning letter, sick leave, exceptional with and without pay vacation tracking include emergency vacation.
- Maintain records of engineering documents in hard copies and electronic files.
- To maintain the record Vehicle registration and Insurance.
- To maintain the record of all employees status for Iqama, Medical Card & ATM card renewal
- Checking material in & Out in warehouse
- Day by day Notify material schedule
- Making the Material Gate Pass (In & Out), according to follow Saudi Aramco rule.
- Project requirement , Client requirement notify question and complaints
- Physical counting stock material managing

- Log sheet stock item maintain
- Coordinate Coworker and truck driver
- Monthly accurate send to upper management
- Inventory also doing 6 month after.
- Upcoming deliveries materials tracking of products.
- Communicate with clients and colleagues.
- Good mutual understanding for warehouse coworkers.
- Manage the maintenance, preparation and routing of Delivery Note / GRN / PO.
- Prepare accurate maintain stock item
- Prepare accurate reports for upper management.
- Plan warehouses and distribution centers for efficiency in both operations and capacity.
- Organize transportation activities, including storage of goods, managing information accrued from point of origin to delivery, orchestrating transportation movements, and arranging for services as necessary.
- Coordinate and track movement of goods through logistic pathways, Coordinate Co-workers and Truck Driver.
- Checking dispatch documents are accurate.
- Daily site issue register maintains
- Execute logistics plan to move products and packages to reach destinations on schedule.
- Distribution and Material Movement instruct to driver & take acknowledgement.
- To take safety measure for the safely by store house, materials and men working in store.
- Maintain the neat and tidiness of store house.
- Issue materials to the departments as per the indents. & issue materials to departments as per the schedule.
- Pass the bills of the materials received from vendor and send it to Accounts department for payment.
- Carry out periodical condemnation board for the unserviceable materials.
- Take action for disposal of scraps materials as per the procedure.
- Maintain all the documents up to data.
- Generate reports and submit to concerted authorities.
- Attend audit by the auditors.
- physical inventory once a month to cross check with the monthly inventory report
- Sourcing of new suppliers & sampling, testing and approval for new development
- To ensure goods keep by first in first out method **(FIFO)**.
- To ensure recording of the necessary data in ledger and computer on time.
- Oversee the transportation of goods from production site to consumer to client
- Develop and implement a logistics process
- Proper goods distribution/supply chain maintains and follows up.
- Goods delivery schedule maintain according to delivery order qty.

Sr.Document Controller | Yanbu, Saudi Arabia (Sep 2019-Jan 2020)



Company Gulf Resources Projects Co. for Contracting
Project Reinstatement of Polypropylene Plant-Yanbu
Client Tecnimont Arabia Co.Ltd
Contract 7500079049 – Project No: 4060
Value SR. 65 Million
From Sep 2019- Jan 2020
Natpet ID 5977

I am working as a Sr. Document controller / My responsibilities are

- Management of document control systems
- Maintain a good quality of filing system with hardcopies.
- Scanning & maintain soft copy of all incoming & outgoing documents.
- Distribute a project documents Drawing, Letters, Material, Delivery notes etc. as per requirement to related persons.
- Maintain project drawing/documents distribution record/RFI Control/Weld data Base Control
- Control & maintain the system for issuance recording / filing, tracking, Retrieval of documents like procedures, plans, Site Daily Welding Report (DWR), Penetrate Test Report (PT), Radiographic Test (RT), RT Film , Nondestructive testing (NDT), Calibration Certificate, QA/QC records, Specifications, drawings and related documents.
- As per DWR Site Report Preparation. Of Weld Log Sheet
- Welder ID Preparation.
- WPS (Welding Procedure Specification) Prepared as per instruction of QC manager.
- To control piping isometric / spool drawing / piping test package
- Responsibilities include record keeping, all documents such as specification procedures, inspection schedule and records, surveillance report, inspection release notice and quality records book with numbering system according to project filing procedure. Handling of all engineering documents. Controlling all records and sub-contractors documents.
- To maintain strict confidentiality and maintain a systematic filing system
- Spool drawing review and revision
- Approval coordination of piping
- Prepare all documents based on the quality procedures for internal and external audit. Transmittal of drawings, quality procedures, related documentation to the concerned contractors, departments, vendors and client.
- Maintaining all correspondence and other transmittals from the Clients and other contractor / suppliers / vendors etc. in a systematic way to facilitate an easy reference at all time.
- Submitting technical documents for review and approval.

- Well aware of all types of quality documents like ITP, Checklist, RFI, method statements, Nonconformance report, Technical queries, Inspection assignment package, Disposition Report, Material Request, Technical Approval Request, Hydro test packages and other miscellaneous project contract documents.
- Final Documentation period FICD (Field Inspection And Certification Dossier) & CTM (Construction Certification Traceability Matrix) file prepared like Civil , Piping , Mechanical as per Procedure (Part - Unit- System- Subsystem- Section& - Subsection & Description)
- Filing Separate - Piping Test Package Submittal / Checklist For Release & Test Package Cover Sheet
- TMT (Table of Material Traceability) report Update
- Weekly Update KPI (key performance indicator) status (RFI Issued, Approved & Pending)
- Construction Punch List open and closed Update.
- PNID drawing Update Separate File log Sheet.
- Preparing and update of various logs and registers.

Company Azmeel Contracting Company
Department Concrete Activity Department
Area Head Office Al-Jubail
From May 2014 - Sep 2019



AsstAdmin | Account | Azmeel Contracting Company | Jubail, Saudi Arabia (May 2014- Sep 2019)

I am working as a Assistant Administrator / Accounted in Najd Head Office. My responsibilities is

- Receives and controls all Technical & Non-Technical documents.
- The first thing I do every day is check my email to see if any clients had an issue with their delivery
- Collect, scan and Upload Documents following set procedure
- Copying, scanning and storing documents & & maintain soft copy of all in & out going documents.
- Checking for accuracy and editing files, like contracts.
- Distribute project-related copies to internal teams
- File documents in physical and digital records
- Printing drawing on plotter as per requirements.
- Distribute all project documents Drawing, Letters, Material, Delivery notes etc. as per requirement to related persons.
- Tracked the extra hours worked for overtime.
- Productivity report, Daily report, Employee attendance sheet preparation and submit to site Engr.
- Arrange for Employees Accommodation and Vehicle.
- Employee's Vacation, Exit application form and Warning Letter Forward to HR and GR Dept.
- Petty cash Handling.
- Solving employee's queries related to discrepancies in their salaries.

- Employees' Performance Appraisal reports, Reporting to Manager Operations, Managed Front Office answering phone calls, responds to requests from the public, greet visitors, handle mail distribution.
- Review all essential documents such as time cards, time sheets and work charts submitted by employees.
- Data Entry & Payroll timekeeping - Periodical Man hours and Man power reports, Summarized reports through the Pivot Table function in Excel, Cost report with respect to Man Hours for Costing, Monthly Salary report etc.
- Calculate wage deductions by reviewing leave, vocation and sick records
- Coordinate with engineers and share information for preparing weekly and monthly daily report.
- Preparation of Presentation documents, Organization chart, spreadsheets, graphical representations pie charts, bar charts required for Board Meeting.
- Material log sheet preparation for the day's deadlines.

Company Azmeel Contracting Company
Department Concrete Activity Department
Project 815-C13 - Construction of Housing Units - Phase 8
Client Royal Commission for Jubail&Yanbu
Location Jalmudah District, Royal Commission
Value SR. 526 Millions
Duration June 2013 – Feb 2014



Site Development & Construction of 378 Spacious Villas (Type A1 199 Villas – Type B2 125 Villas – Type B3 54 Villas - Daily Mosques 02)

I am working as a Store Keeper in C13 Project for Concrete Activity Department. My responsibilities is

- All Receipt/Issue & Inspection of materials in stores along with proper formalities & safe Documentations.
- Responsible for the store, the material & the manpower associated with it, including its safe custody & security.
- Material requirement to be planning department
- Daily material stock register maintains
- Daily site issue register maintains.
- Monitoring, filing and maintaining the incoming and outgoing correspondence log.
- Daily basis Receipt, issued & balance maintain to be system.
- Handling the store activities as per “Standard Operation Procedure for store” for the followings.
- Maintaining Inventory Management system for stores.
- Receiving Material as per Purchase Order & preparation of GRN after quality assurance.
- Complete production stores operation independently.
- Monthly report generation & stores complete documentation.

- Monthly consumption report, rejection report & minimum order level maintenance.
- Material Receipt from main stores & supply of material to the Department i.e. Civil, Mechanical, Electrical & Plumbing.
- Documentation of stores related work.
- Receiving materials, proper stocking, and recording of receipts.
- Proper maintenance of Fixed Assets like Machines, Shuttering Material by repairing & properly stocking.
- Researches parts or supplies and make requisitions/purchase orders
- Review invoices, maintains records and performs periodic inventories
- Order and receive supplies, contact vendor to discuss discrepancies against purchase orders.
- Stock department storerooms, adjust min and max par levels in a automated inventory system
- Maintain a clean and safe working environment in accordance with OSHA standards
- Responsible for Public Works' inventory.
- Counted and sorted all incoming goods.
- Performed general office and administrative responsibilities.
- Maintain an effective working relationship with all staff.
- Performed interoffice mail activity and special courier requests.
- Delivered mail to the head office.
- Performed mail and parcel shipping activities.
- Coordinated the physical removal of excess surplus.
- Performed annual physical inventory.
- Receiving the items each by counting
- Contact vendors and responsible for returning damaged goods to vendors
- Responsible for receiving all shipments of products and store them in organized manner
- Provide employee training and feedback, making schedules and oversee maintenance and up keeping of the store
- Track inventory of products on shelves and storage unit
- Maintain records of products being shipped and received
- Responsible for account all materials received at project site, maintain proper & correct records of such materials & reconcile with planning department
- Co-ordinate to be site engineers & site supervisor.
- Takes care of the company's Stores Managed the all projects Progress ensured that the log provided was effective.
- Clarify product availabilities and delivery time of orders
- Clarify product availabilities and delivery time of orders.
- Delivery as same purchase order date following
- And every six month we are making inventory control counting and fixing the warehouse.
- Following the store missing stock and directly inform the managing of head

Company: **Azmeel Contracting Company**



Project : SAMCO Acrylic Acid Project in Jubail

Construction of 7 Buildings in Tasnee & 3 Buildings in Jubail Industrial Port

Client: Samsung Saudi Arabia Ltd.

Owner: Saudi Acrylic Monomer Company (SAMCO)

Contract No: SSA-SAMCO-SC-006

Value : SR. 41 Million

Duration : Feb 2011 - May 2013

QA/QC Document Controller | Jubail, Saudi Arabia (Feb 2011- May 2013)

- Submitting the CV of the engineers and Site staffs for the Client approval.
- Submitting the material approvals with the appropriate document to the client for the approval.
- Submission of sub-contractor details and scope of works for the client approval.
- Monitoring, filing and maintaining the incoming and outgoing correspondence log.
- Updating and maintaining the as-built, IFC and shop drawing with a proper log
- Preparing inspection checklists for quality control inspection
- Preparing RFI (request for internal inspection) and maintain log.
- Preparing HPR (Hold Point Release) for the inspection with client and maintain the Status log.
- Preparing weekly and monthly inspection status log and issuing to the construction manager With IOM (Internal office memo).
- Collecting and preparing the progress of the project on weekly and monthly basis.
- Preparing daily report and submitting to the client.
- Preparing Material Transmittal & Submittals for submission to get approval from Consultant.
- Preparing Transmittal & Submittal for the submission of Architectural, Structural, Civil and Shop Drawing for approval.
- Maintain & updating RFI Logs & record for civil, Electrical, Mechanical and plumbing
- Coordinate with engineers and share information for preparing weekly and monthly progress report.
- Coordinate with consultant's Document controller for approval update.
- Document distribution by time sheet as per Document distribution Matrix for Hard copy and Electronic Document Transfer (oracle).
- Management of document control systems
- Prepare all documents based on the quality procedures for internal and external audit. Transmittal of drawings, quality procedures, related documentation to the concerned contractors, departments, vendors and client.

- Maintaining all correspondence and other transmittals from the Clients and other contractor / suppliers / vendors etc. in a systematic way to facilitate an easy reference at all time.
- Submitting technical documents for review and approval.
- Well aware of all types of quality documents like ITP, Checklist, RFI, method statements, Nonconformance report, Technical queries, Inspection assignment package, Disposition Report, Material Request, Technical Approval Request, Hydro test packages and other miscellaneous project contract documents.

Receive

- Receive and distribute project documents and drawings based on the Document Distribution Matrix to the right department and right person (action parties) as per agreed procedure after Project Manager's Review.
- Receive, record, log, scan and distribute all project documents, shop drawings and other submittals.
- Ensure the correct stamping all documents or drawings in accordance with the prevailing document control procedures.

Record

- Maintain records of engineering documents and drawings in hard copies and electronic files and monitor the revisions and approval status thereof to maintain the record of all controlled documentation - issue, status and location.
- Record of Drawings , Method Statement , Material Submittals , Sample Submittals , RFIs , RRFIs , NCRs, Contracts, LOIs , Payment Certificates, Documents of Civil , Mechanical , Instrumentation, Electrical, Piping, Structural Documents, Drawings, Specifications, Calculation Sheets and Data Sheets, Progress Reports, Survey Reports, Soil Investigation Reports etc.

Scan

- Scan and store the approved shop drawings in the database so that the project team can access.Keep current hard copies and file supersede version.

Distribute

- Document distribution by Transmittal System as per Document distribution Matrix for Hard copy and Electronic Document Transfer oracle.

File/ Store

- To file all project documents: project wise, date wise, subject wise, sender wise with sequence.
- Maintain, record and control the engineering library of relevant procedures, codes & standards, specifications and reference documents, contract documents, within the secure document control area.
- Maintains and controls filing system for Engineering, Construction documents, Requisitions, Purchase orders, Invoices, etc.

Issue

- Ensure that all documents are issued with the transmittal system.
- To maintain accurate record of the receipt and issue of transmittals.

Archives & Retrieve

- Manage archive activities for controlled documents and validation of files.

Accounted | Computer Career Park | Tirunelveli-Dist., TamilNadu. (July 2009 -Jan 2010)

I am Studying & working as accounts fields. My major responsibilities are

- Managing payroll
- Completing financial reports on a regular basis and providing information to the finance team
- Completing bank reconciliations
- Entering financial information into appropriate software programs
- Managing company ledgers
- Coordinating internal and external audits & Verifying bank deposits
- Managing day-to-day transactions
- Assisting the finance department and senior accounting staff members with various tasks, including preparing budgets, records, and statements
- Posting daily receipts
- Preparing annual budgets
- Completing the year-end analysis
- Reporting on debtors and creditors
- Managing monthly budgeting tasks
- Reviewing computer reports for accuracy and meticulously tracing errors back to their source
- Resolving errors in financial reports and correcting faulty reporting methods
- Checking the Stock Item and E-filing also related all documents handling.
- Preparing financial documents such as invoices, bills, and accounts payable and receivable
- Preparation of cash book, daybook, ledgers
- Handling petty cash and prepare petty cash report monthly along with proper supporting attachments.
- Check, Review and recording petty cash
- Review and verify invoices received daily to ensure invoices are recorded correctly.
- To keep an inventory of all available stock.
- Collect the materials requirement from store/showroom and co-ordinate with inventory controller for internal transfer and if not available in branches, proceed for procurement.
- Updated general ledger with latest entries.
- Tracked and documented all expenses.

Hardware Networking | Selva Computer | Tirunelveli-Dist., TamilNadu. (Mar 2008 –Apr 2009)

I am Studying & working as a Computer Operator. My major responsibilities are

- Operating Systems: Windows- XP, 2000, 2003, 2007, Vista, Windows 7, Window 10 Installation.
- Software Antivirus, Games, Nitro Pdf & Adobe Acrobat Photoshop, MS OFFICE and different kinds of Software Installation.
- Assembling & disassembling of computers.
- Installing, maintaining & troubleshooting different operating system.
- Installing, maintaining, & troubleshooting of LAN using switch & hub.
- Managing & troubleshooting local Printer & network printer.
- Connect to and share files with other pcs on network.
- Configure Pc or Laptop connect Xerox machine.
- Do regular data backups to protect the organization's information

Educational and Background:

- **Bachelor of Computer Science**

University: Monomania Sundaranar University | Tirunelveli-Dist Tamil Nadu - India.

- **Master of System Engineer Networking MSEN**

Institute: Apollo College of training | Tirunelveli-Dist Tamil Nadu - India.

- **Tally Financial Accounting Program**

Institute: Computer Career Park | Tirunelveli-Dist Tamil Nadu - India.

Achievements and Awards:

- Received Appreciation **Certificate from Samsung** for his extra performance and initiative shown in promoting at Jubail City – K.S.A.
- Received Appreciation **Certificate from Tasnee and Floor consultant** our appreciation for his good performance (Document Controller) at Jubail City – K.S.A.
- Received Appreciation **Certificate from Tecnimont Arabia Co.Ltd** for his extra performance and initiative shown in promoting at Yanbu City – K.S.A
- Received Experience **Certificate from Selva Computers** at Vallioor City, Tirunelveli Dist.-Tamil Nadu – India.

Complete Exposure in a Computer Working Environment

- Operating Systems: Windows- XP, 2000, 2003, 2007, Vista, Windows 7& 10
- In Dept. Expert Knowledge MS Word / MS Excel / MS Access / MS Power Point/MS Outlook
- Oracle/Photo Scape/Adobe Acrobat / Internet Browsing/Tally ERP 9.
- Windows & Office Tools.

Languages:

- English (Read/Write/Speak/Working Knowledge).
- Tamil (Mother Tongue)
- Arabic (Basic)
- Hindi (Understanding)

Personal Qualities

- Good interactive capability.
- Fast learner and keen to understand anything new
- Adaptive to any working environment.

Objectives:

Looking for a position in a company, which can utilize my knowledge as per my experience and provide me challenging working environment? Recently I am working as a Document Control, Project Coordination, and Warehouse Coordination. - in Gulf Resources Project (Company) -K.S.A. Jubail City. I assure you to show my performance up to your entire satisfaction. You will find me hard worker, Punctual and self-motivated.

P.Mohamed Salahudeen

تصنيع
Petrochemicals بتروكيماويات

SAMSUNG SAMSUNG
SAUDI ARABIA



APPRECIATION CERTIFICATE

Date: Jan. 25, 2012

Certificate No.: IMT-SSA-QC-063

Is here by granted to

MOHAMED SALAHUDEEN PEER MOHAMED

*For his extra performance and initiative shown
in promoting and improving quality workmanship during
the construction activities in the month of January 2012
as part of the "Quality Awareness Program"*

SAMCo Acrylic Acid Project Jubail, Saudi Arabia



David G. Gillbanks
IMT Quality Director

Soonho Yee
Samsung Quality Manager



SAMSUNG
ENGINEERING

exceeding limits

Linde

TASNEE التمنية

FLUOR
FLUOR ARABIA LIMITED

Certificate of Appreciation

is hereby awarded to

Mr. Mohamed Salah Uddin

Samsung Saudi Arabia Co. Ltd. would like to take this opportunity to express our appreciation for his good performance and cooperation to Samco Acrylic Acid Complex Project as a

Document Controller

He was highly motivated, creative and worked extremely well. Given this 25th day of May 2013 at Jubail, Kingdom of Saudi Arabia

P Y Ssong
Construction Manager

S O Lee
Site Manager

Y J Son
Project Manager



REINSTATEMENT OF POLYPROPYLENE PLANT
YANBU – K.S.A.

National Petrochemical Industrial Company
Yanbu, Kingdom of Saudi Arabia

Subject:

TO WHOMSOEVER IT MAY CONCERN

This is to certify that, Mr. **Mohamed Salahudeen**, an Indian national holding a valid Iqama No. 2301474041 has worked with Gulf Recourses Project (GRP) Company under Tecnimont Arabia Co. Ltd as **Sr Document Controller** from June 2019 until January 2020 for Reinstatement of polypropylene plant (NATPET) project at Yanbu.

His dedicated efforts are worth commendable and have contributed towards successful and safe completion of the project. During his tenure, he has discharged his duties to the best of his abilities and to our full satisfaction. This certificate is being issued in appreciation for his excellent performance and contribution to the project.

We wish every success and a bright future in all his future endeavours

Best Regards,


George Joseph Paremman
Construction Quality Manager



Mob: +966 598186683
G.Joseph@tecnimontarabia.com

Tecnimont Arabia Co. Ltd.
Head Office – C.P. 2051060688 C.O.C. 177967
P.O. Box 30924 Al Khobar 31952
Kingdom of Saudi Arabia

Tecnimont SpA
Registered Office Milan:
Via Gaetano De Castilia 6 A, 20124 Milan, Italy
P +39 02 63131 F +39 02 63139052

Sole Shareholder Company,
Subsidiary of Maire Tecnimont S.p.A.

Share Capital € 1.000.000, fully paid-up
Register of Enterprises of Milan,
Tax/VAT File No. 01628410159
Economic Administrative Repertory No. 574643
www.mairetecnimont.it



Certificate of Appreciation

Issue Date: 22nd Feb 2020

This certificate is awarded to-

Mr. MOHAMED SALAHUDEEN, QC DOCUMENT CONTROLLER (GRP)

For his dedicated efforts are worth commendable and have contributed towards successful and safe completion of the project. During his tenure, he has discharged his duties to the best of his abilities and to our full satisfaction. This certificate is being issued in appreciation for his performance and contribution to the project.

A handwritten signature in blue ink, appearing to read "Saad Abou-Zeid", written over a circular blue stamp.

Saad Abou-Zeid
Site Manager

Via G. De Castilia 6/A
20124 - Milan (Italy)
S.Abouzeid@tecnimontarabia.com



أزميل
AZMEEL

مقاولات
Contracting

Date: 25-09-2019	التاريخ: ٢٠١٩-٠٩-٢٥
Sub. Service Certificate	الموضوع: شهادة خدمة
This is to certify that the below mentioned was working with the company	نشهد بهذا بأن المذكور أدناه كان أحد العاملين الشركة.
Name: Mohamed Salahudeen Peer Mohamed	الاسم : محمد صلاح الدين بير محمد
Nationality: Indian	الجنسية: الهند
Employee No.: 17644	الرقم الوظيفي: ١٧٦٤٤
National ID / Passport No: H6826288	رقم الهوية الوطنية / الجواز رقم: H٦٨٢٦٢٨٨
Hire Date: 02-02-2011	تاريخ التوظيف: ٢٠١١-٠٢-٠٢
Service End Date: 30-09-2019	تاريخ نهاية الخدمات : ٢٠١٩-٠٩-٣٠
Last Position: Document Controller	آخر وظيفة له: مراقبة الوثائق
This certificate has been issued upon a request from the employee.	لقد تم إصدار هذه الشهادة إلى المذكور بناء على طلبه.
Regards	و تقبوا التحية
Abdullatif A. Aljabr HR and Administration Manager	 عبد اللطيف بن عبد العزيز الجبر مدير الموارد البشرية و الشؤون الإدارية



مقر الشركة
Dammam
P.O. Box 104
Dammam 31471 KSA
Tel: +966 13 826 2150
Fax: +966 13 826 2156
2050018037 - 300



مقر الشركة
Head Office - JUBAIL

P.O. Box 11662, Jubail Industrial City 31961 KSA
Tel: +966 13 2423777, Fax: +966 13 2421939
2055002293 - 300

مقر الشركة
Riyadh
2057002509 - 300
مقر الشركة
Riyadh
2016197858 - 300



APOLLO COMPUTER EDUCATION LTD.,
A UNIT OF APOLLO COLLEGES GROUP

Certificate of Training

Certified that

P. Mohamed Salahudeen

Mr/Ms

has successfully completed in

May 2013

(Month & Year)

Course in Master in System Engineering & Networking

He/she had been trained in

*Basic & Digital Electronics, Pc Architecture,
PC Assembling, Trouble Shooting,
Networking Essential, Windows 2003 Server
Laptop Service Training*

He/she has been awarded

A+

(Grade)

Chennai.

Date

03-05-2013

Academic Head

Director

A+ > 85 A 75-85 B+ 66-75 B 61-65 C+ 56-60 C 50-55



Centre: PALAYANKOTTAI.....

Training Period: from.....to.....

Prepared by	
Verified by	

SELVA COMPUTERS

Ph : 221997

☎ D.T.P. ☎ ACCOUNTS ☎ LASER PRINTING ☎ FLEX PRINTING
☎ DESIGNING ☎ AUDITING ☎ PROJECT WORKS ☎ DIGITAL PRINTING

45-E, First Floor, K.R.Reddiar Complex, Panchayat Union Road, Vallioor - 627 117.

Date : 10-04-2009

EXPERIENCE CERTIFICATE

This is to certify that Mr. **P. MOHAMED SALAHUDEEN**
(S/o. Mr. M.S.Peer Mohamed, Eruvadi, Tirunelveli Dist- 627 103.)
has been working as **Computer Operator** in our concern.

He is well experienced in Account Section at our concern from
12-3-2008 to 10-04-2009.

I wish him all success and a bright future.

For SELVA COMPUTERS

For Selva Computers

A.J. [Signature]
proprietor.



Reg. No. : 56/2007



PARTICIPATION CERTIFICATE

COMPUTER CAREER PARK (CCP)

This is to certify that Mr. / Mrs. **P.MOHAMED SALAHUDEEN**

has attended the **Tally Financial Accounting Program**

at **Computer Career Park (CCP)**

4/11, 9 A.K.M. Complex, Near Shifa Hospitals, Kailasapuram Middle Street, Tirunelveli Junction, Tamilnadu.

Certificate No. : 00505

Computer Career Park
(Vocational Training Institute)
4F/11, A.K.M. Shopping Complex
Near Shifa Hospitals
Authorised Signatory
Junction, Tirunelveli - 1 (Tamilnadu)





அறிவியற் புலம்
FACULTY OF SCIENCE

மனோன்மணியம் சுந்தரனார் பல்கலைக்கழக ஆட்சிக்குழு

முகம்மது சலாஹுதீன் பி

கணினி இயலில் அறிவியல் இளையர்

பட்டம் பெறுவதற்குத் தகுதியுடையவர் என முறையாக அமைக்கப்பெற்ற தேர்வினோர்

சான்றளித்தவாறு ஏப்பிரல் 2013 இல் நடத்திய தேர்வுகளில்

சான்றளித்தபடி, அன்னவர் மூன்றாம் வகுப்புப்பெற்று

இந்தப் பட்டப்பேற்றுக்கு உரியவர் ஆகின்றார் என இதன்வழி அறிவிக்கின்றது.

பல்கலைக்கழக முத்திரையுடன் இது வழங்கப்படுகின்றது.

The Syndicate of the **MANONMANIAM SUNDARANAR UNIVERSITY**
hereby makes known that **MOHAMED SALAHUDEEN P**

has been admitted to the Degree of

BACHELOR OF SCIENCE IN COMPUTER SCIENCE

he/she having been certified by duly appointed Examiners to be

qualified to receive the same at the Examination held in **APRIL 2013**

and having been placed in the **THIRD CLASS**



Given under the seal of the University.

திருநெல்வேலி, இந்தியா
Tirunelveli, India

நாள், Dated 23.09.2013


(Dr. N. Kannan)
தேர்வாணையர்

Controller of Examinations


(Dr. T. Tamizh Chelvam)
பதிவாளர்

Registrar


(Dr. A. K. Kumaraguru)
துணை வேந்தர்

Vice-Chancellor

KINGDOM OF SAUDI ARABIA
 MINISTRY OF INTERIOR

المملكة العربية السعودية
 وزارة الداخلية

RESIDENT IDENTITY
 MOHAMED SALAHUDEEN PEER MOHAMED

محمد صلاح الدين بيبر محمد

الرقم ٢٣٠١٤٧٤٠٤١ نسخة ٨

حساب الأسماء والخدمات الإلكترونية

الاصدار ١٤٤٠/٠٩/٢٤ الميلاد ١٩٨٨/٠٣/٢٨

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الاسم : محمد صلاح الدين

Mohamed Salahudeen

عامل معماري

: الوظيفة

30/06/2020

: تاريخ الانتهاء

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محمد صلاح الدين بير محمد

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