

Curriculum vitae

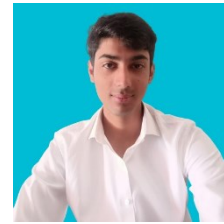
Name Adnan Ahmad Sami

Contact no +973 33219040

Email adnan1659th@gmail.com

Passport No BM5292811

Addresses Al Akr, Bahrain



Work Experience

Bahrain Mechanical and Diving Services 2021 - Continued.

. Diving Coordinator

- Scheduling of Yearly & Monthly Tanning Plan for Divers.
- Preparation & Submitting of Time sheet for Diving Department.
- Payment of Petty Cash for Required Projects Purchases & Requisition.
- Checking Daily Attendance and send to HR Manager
- Preparation of Client Invoice after Project/Job Completion.
- Prepare of Payroll for Employees New Resign & terminated
- Reporting of Payroll Expense
- Reporting of Sick leaves absenteeism to HR
- Entering New Employees data in System
- Distributing of Payment statement
- Renewal of Boat,Pontoons,Captains Navigation/Vessel Reg/ Insurance License and Certificate from Port & Maritime Authority
- Document Controller
- Renewal of Medical & First Aid Certificate for Divers

. Transport & Rental Coordinator

- Respond to customer inquiries regarding equipment & Allies products;
- Schedule, dispatch and route vehicles for transport of equipment and Allied products.
- Dispatched Water Tanker to **Bapco** for Project
- Dispatched Crane to **Alba** for there Location CH 1,2,3/Rodding1&2
- Dispatched Crane to **HPC** for Assist in Shutdown
- Dispatched Vacuum Tanker for **GPIC**
- Dispatched Crane to **Schlumberger**
- Dispatched Trailer to assist in **TTSJV** Project

. Manpower Coordinator

- Responsible for Manpower
- Updating Timesheet
- Update Project Data sheet and Location

GULF PETROCHEMICAL INDUSTRIES CO.(BS

- Man Power Coordinator (Worked in the GPIC SHUTDOWN 2022 as a Manpower coordinator)
- In-Charge of Suppling Required Manpower to Requested Areas
- Applying Badge for the Manpower
- Submission of Time Sheet for the Manpower

Almoayed ICT at Bahrain International Airport Project 2020 to 2021

Arabtec Holding PJSC/TAC at Bahrain International Airport Project

Thalas Sita/Thalas at Bahrain International Airport Project

- QC Coordinator/Inspector
 1. For conducting regular inspections of airport facilities and equipment, identifying and addressing any issues or deficiencies, and developing and implementing corrective action plans as needed
 2. And Conducting Inspection of { PAS,DAS,CCTV,FTTO,SACS,WDN Voice & Data System
- Document Controller
 1. Developing and maintaining a document control system that meets regulatory requirements and industry standards for quality control.
 2. Ensuring that all quality control documents are properly formatted, reviewed, approved, and distributed to the appropriate parties.
 3. Tracking and maintaining document revisions, ensuring that all changes are properly documented and communicated to relevant stakeholders.
 4. Coordinating with other airport departments to ensure that all quality control documents are up-to-date and accurate.
 5. Ensuring that all quality control documents are properly archived and disposed of in accordance with regulatory requirements.

Skills

- Driving License September 2023
- IOSH-Managing Safely – Cert no MS550779T
- First Aid & CPR
- Fire & Safety Level 2
- OSHA- Oil & Gas Industry – Cert no 45-25930
- Office IT Skill Development (Diploma From Coral training Center Bahrain)
- AutoCAD 2D (Certificate from Uni Grade Education Center Bahrain)
- Adobe Photoshop Cs6 (Certificate From Uni Grade Education Center Bahrain)
- Microsoft office
- Odoo.com & Oracle.com
- Social Media Management

Education

- Higher School Certificate - Faculty of science

Language = English , Hindi , Urdu , Punjabi