(MOHAMMED AKRAM -Timekeeper with 8 years, 4 month of Experience)

MOHD AKRAM Manama, Bahrain (Present)

Mobile India: +91 - 9680307294 Mobile Bahrain: +973 - 33582106 Gmail Id: mo48132@gmail.com

Interested to work in a challenging and learning atmosphere, which should

Objective:

give me an opportunity to deliver the best out of me. My greatest asset is my sincerity, honesty, which keeps me going.

Education:

- Computer basic
- 12 class Education (Rajasthan Board) passed

Qualification Summary:

- Ability to read & understand information & ideas.
- Good Leadership technique.
- Ability to make sensible decisions.
- Knowledge about co-ordination of people.
- Multi-tasking capacity.

Personal Information:

Name	MOHAMMED AKRAM
Date Of birth	15 JUNE 1989
Sex	Male
Marital Status	MARRIED
Languages Known	Hindi, English, Urdu & Arabic

Personal Skills:

- Creativity.
- Self motivated.
- Communication
- Time management

Timekeeper cum data entry operator

Saudi bin laden construction company, Saudi Arabia (01 DECEMBER 2010 to 30 SEPTEMBER 2016)

Work .

Experience: Timekeeper cum data entry operator
R-TECH GROUP,INDIA
15 FEB2017 TO 18 APRAIL 2018

<u>Timekeeper cum data entry operator, BAHRAIN</u> <u>Kooheji Contractors W.L.L</u> (22 June 2018 to still Date)

Recruitment & Selection

- Recruiting the candidates as per the requirements in the company.
- Sourcing candidates so as to suit the job requirements.
- Interacting with the candidates for the first round and then putting them across to the next level.
- Maintaining the database of the candidates so that when the requirement arrives can fill the same thereby leading to cost & time reduction.

Induction & Joining Formalities:

- Planning induction program for the new joiners.
- Sharing about the company policies.
- Introducing the new joiners with the seniors and the other employees in the company.

Time Office:

- Maintaining the master roll of the employees and the record of the attendance.
- Preparation of reports like attendance, absenteeism, late coming & early going etc.
- Reporting all this details to Manager-HR and also Reporting and also Project heads.

Payroll processing:

- Collecting All the Attendance cards for the workers & cross check with their Finger print reports then finalizing it forSalary statement
- PF deductions for the workers & staffs
- Maintaining Company employees Loan Avail deductions
- If necessary taking the disciplinary action based on the employees activities in work place
- New bank Account opening for Staffs & workers / uploading this details for salary statement
- Bank ATM issues solving (ATM Lost, Blocked ATM's)

Operations:

- Maintaining all the employee's personal files.
- Ensure proper documentation, maintained and updating of employee records.

Generating and dispatching various letters including offer letters,

- Appointment letters and other letters.
- Maintaining confidential filing systems.

Admin Activities:

- Arranging accommodation for staffs & workers.
- Arranging Transportation for workers & Staffs'
- Train & Air Ticket booking for staffs & workers.
- Utilities arranging for workers.
- ERP Software timecards entry
- Biometric & Punching reports
- Timesheet & timecards preparation etc.
- Arrange transport for labor and staff.

Employee Engagement:

 Keeping a track of employee birthdays, anniversary & years of completion.

Computer Proficiency

- Excellent in using MS-Office.
- Good comfortable with the Internet surfing and mails replying.
- Taking care of installing and maintaining the software's.
- Good command over the Excel and maintaining data.
- · Good knowledge in making presentations.

Passport Details

Passport no. : T4984126

Date of Issue: 12thMAY 2019
Date of Expiry: 11th MAY' 2019
Place of Issue: Manama, Bahrain

The above information provided is true to the best of my knowledge & belief.

(Mohammed Akram)

مخموعوني الادب السعودتو SAUDI BINLADIN GROUP

PUBLIC BUILDINGS & AIRPORTS

للبائح العلجي للطارات

التاريخ: 1438/01/18 هـ الموافق: 10 / 10 / 2016 م

شيادة خدمة

محمد اكرام اقبال Indian Time Keeper 2298274925 1 December 2010 30 September 2016	الأسيم الجنسية المهنه رقم الهوية تان الالتحاق تان انهاء الخدمة
عدم الحاجة	سيب انهام الخدمة

تشهد مجموعة بن لادن السعودية (المداني العامة و المطارات) بأن الموضح بداناته اعلاه عمل لديها و قد أخلي طرفه و استلم جميع مستحقاته لدى الشركة.

و قد اعطيت له هذه الشهادة بناء على طلبه دون ادنى مسنوليه على المجموعة تجاه الغير متمنين له التوفيق في حياته العملية و المستقبلية

و تقبلوا خلاص تحياتنا ،،،

مهموعة بن لابن السَعَوَدية

نسخة ملف الخدمة: 283941

شسركة ذات مسئولينة معسفودة ميت: ٢٠-١٥ ٢٠-١٥ وأس الشان ١ ممايون وبال مسووي مسء ١٩٥٧ مد ١٦٠ (١٦ ، للملكة العربية السنونية ماشف ١٤٠ -١١ ١٢ معاكس ١١٠ ١٢-١١٠ الماستان Lmiled Liability Go. - G.R. No.: 4030H882th - Capiter B80 Million Settell Riyots P. Q. Gow 1987 Jeddah 21423, Saudi Arabia Tel.: 02-8400004 Fan: 02-640438





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البسائي الكساساة والطاوات

ردلنارت Aumonto

Certificate of Appreciation

presented to

Mr. Mohammad Akram

Time Keeper

Token of appreciation and recognition for taking the ownership in driving the HSE Management system in the Project your and commitment as a Time Keeper

had sat remarkable standids in the Project and the SBG senior Management Congratalate you for the great Success and wishes the very best in camplating the Project with zero incidents

Mubarak Bngyah H. K. Manager Kyadh

From 01 Dec. 10 Nov.2015

Eventius Roshan HSE Manager

(KAFO) King Abdullah Financial District (Riyadh)

November 19

مشروع مركز إيواء الطواريء بالشميسي BMERGENCY LODGING CENTER PROJECT - 8HUMAISI





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Date: 06-02-2013.

To whom it may concern

This to certify that Mr. Mohammed Akram Ighal, is working in this organization from 24th November 2010 till date in the capacity of "Time Keeper".

During this period we found him very hard working with good potential and interest to learn and work. He performs his duties to the entire satisfaction of his Superiors. He is a very honest obedient and trust worthy person.

We wish him very successful life in his future careers.

For SBG-PBAD

(Engr. Ayyoub Ahmed)
Project Manager,
Public Service Centre,
Shumaisi, Makkah







This badge serve as access pass on NEW iKEA STORE PROJECT BAHRAIN only it is not transferable.

 If found please return to KC Security at site main gate of IKEA project.

 The bearer was inducted and committed to adhere safety policy & procedures of IKEA project

Issuing Authority:

PROJACS



King Faisal Specialist Hospital & Research Centre

Name

MOHAMMA AKRAM

Designation ID Nuraber Timekeeper 283941

Company

: Saudi BinLadin Group Date of Expire: 31-12-2017 All Areas

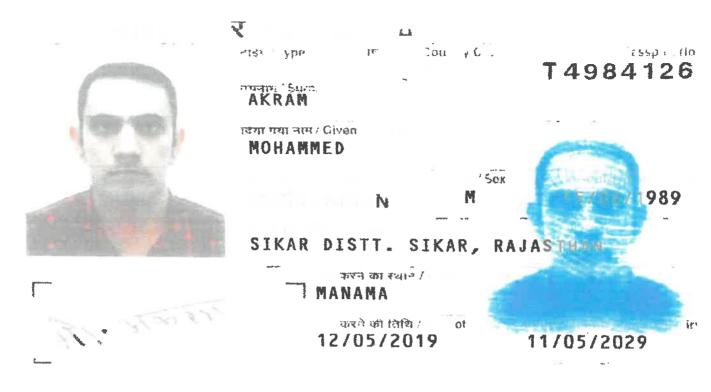


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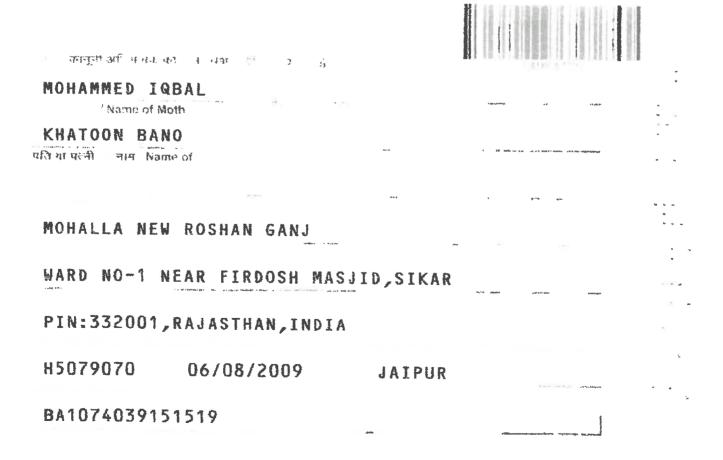
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Saudi Biri Laifur Giscup (PBAD), Heard Office Address, P.C. Box. 9887 Jeddah 21423 K.S.A.Tei 02-8400004 Fax 02-8404388



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ROHAMMED AKRAS

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15/06/1989

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05/08/2019

06/08/2009

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SIKAR DISTT. SIKAR RAJASTHAN

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MOHAMMED IGBAL

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PRINCE SENIOR-SECONDARY SCHOOL (SIKAR) (Senior:Secondary Co-educational Residential Public School)

Affiliated to the Egend of Secondary Education, Rejentium, Aprox.
MEMORANDUM OF MARKS

Scholar's Name

Father's Name

World Akrm

Mr.Mohd. Ighal

Chass & Sec. XI-A

SESSION

Date of Birth 15/6/89

Address New Rosangans, Shar

Acc. Subject

16/05/2005	Class Charles	Date
	Tru Div.	16/05/2005