

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

MOHD AKRAM
Manama,
Bahrain (Present)



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

Objective: Interested to work in a challenging and learning atmosphere, which should 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 FEB 2017 TO 18 APRIL 2018

Timekeeper cum data entry operator, BAHRAIN
Kooheji Contractors W.L.L
(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 for Salary 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 : 12th MAY 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)

مجموعة بن لادن السعودية
SAUDI BINLADIN GROUP

PUBLIC BUILDINGS & AIRPORTS

للبناني العمومي للصالات

التاريخ : 1438/ 01 / 18 هـ

الموافق : 2016/ 10 / 19 م

شهادة خدمة

الاسم	محمد اكرام اقبال
الجنسية	Indian
المهنة	Time Keeper
رقم الهوية	2298274925
تاريخ الانضمام	1 December 2010
تاريخ انتهاء الخدمة	30 September 2016
سبب انتهاء الخدمة	عدم الحاجة

تشهد مجموعة بن لادن السعودية (المباتي العامة و المطارات) بأن الموضح بياناته اعلاه عمل لديها و قد أخلى طرفه و استلم جميع مستحقاته لدى الشركة.

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

و تقبلوا خالص تحياتنا ،،،

مجموعة بن لادن السعودية

نسخة ملف الخدمة : 283941



شركة ذات مسئولية محدودة - م.ت. : ١٠٣٠٠٦٨٢٨٤ - رأس المال ٨٨٠ مليون ريال سعودي
م.ب. ٩٨٨٧ ج.د. ٢١١٢٣٣ - المنطقة العربية السعودية - م.ب. ١٤٠٠٠٠٠ - م.ب. ١٤٠٠٠٠٠
United Liability Co. - C.R. No.: 4030068284 - Capital: 880 Million Saudi Riyals
P. O. Box 9887 Jeddah 21423, Saudi Arabia Tel.: 02-8400004 Fax: 02-8404388



مركز الرياض - كافت و كAU
SAUDI BINIADIN GROUP
PUBLIC BUILDINGS SAUDI GROUP
المبنى لمساكن والطوار



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 standards in the Project and the SBG senior Management Congratulate you for the great Success and wishes the very best in completing the Project with zero incidents

Mubarak Dugyah
H. R. Manager Riyadh

From 01 Dec. 2015 TO 10 Nov. 2015



Eventius Goshan
HSE Manager

(KAFD) King Abdullah Financial District (Riyadh)

November 19



Date : 06-02-2013.

To whom it may concern

This to certify that **Mr. Mohammed Akram Iqbal**, 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.

Engr. Ayyoub Ahmed

For SBG-PBAD

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



مليون ريال سعودي
٠٢٠٦٤٠٢٣٦
Limited



- 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



DIYAR



SAUDI BINLADIN GROUP

King Faisal Specialist Hospital & Research Centre

Name MOHAMMA AKRAM
Designation Timekeeper
ID Number 283941
Company : Saudi BinLadin Group
Date of Expire: 31-12-2017 All Areas



Maximum Speed Limit on Site - 20 KMPH

- 1 Card must be presented for verification upon request
 - 2 In case of loss, value borne by the Employee
 - 3 Use all FIVE P.P.E while accessing site
 - 4 Be aware of your surroundings at all times
 - 5 Smoking is only permitted in designated area
 - 6 This is ID card only without any responsibility
- in company
- It is obligatory to return the card at the end of service, and obtain receipt of final clearance

ID Number KFSH-2386-2016



Saudi Bin Ladin Group (PBAD) Head Office Address
P.O. Box 9887 Jeddah 21423 K.S.A Tel: 02-8400004 Fax: 02-8404388

2550 1 110

T 4984126

AKRAM

दिया गया नाम / Given
MOHAMMED

Sex

N

M

15706/1989

SIKAR DISTT. SIKAR, RAJASTHAN

करने का स्थान ?

MANAMA

कारने की विधि :

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12/05/2019

11/05/2029

[illegible]

MOHAMMED IQBAL

' Name of Moth

KHATOON BANO

पति या पत्नी नाम Name of

MOHALLA NEW ROSHAN GANJ

WARD NO-1 NEAR FIRDOSH MASJID,SIKAR

PIN:332001,RAJASTHAN,INDIA

H5079070

06/08/2009

JAIPUR

BA1074039151519



एल. एल. मीना
E. L. MEENA
सहायक / Subordinate
पासपोर्ट कार्यालय, जयपुर
Passport Office JAIPUR

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H5079070

MOHAMMED AKRAM

15/06/1989

SIKAR DIST. SIKAR RAJASTHAN

JAI PUR

06/08/2009

05/08/2019

[illegible]

MOHAMMED IQBAL

MOHAMMED IQBAL

KHATŌON BANO

NAME / Address

MOHALLA 'NEW ROSHAR GANJ

WARD NO-01 NEAR FIRDOSH MASJID

SIKAR DISTT. SIKAR RAJASTHAN

Contract No. JPRZ56743708

JPRZ56743708

Release



সিটিজেন ইন্সটিটিউট অফ এডুকেশন
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MOHAMMED AKRAM
MOHAMMED ISBAL
KHATOON BAND

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SECOND DIVISION

04-05-2006

04-05-2006

04-05-2006

PRINCE SENIOR SECONDARY SCHOOL (SIKAR)

(Senior Secondary Co-educational Residential Public School)

Affiliated to the Board of Secondary Education, Rajasthan, Ajmer

Roll No. :- 1172

MEMORANDUM OF MARKS

SESSION

Scholar's Name **Mohd. Akram** Class & Sec. **XI - A** Date of Birth **15/6/89**
 Father's Name **Mr. Mohd. Iqbal** Address **New Roudgauraj, Sikar**

Subject	Uptill Yearly Examination				Annual Examination				Total Marks Obtained
	Max. Marks	Yearly	Half Yearly	Final	Max. Marks	Yearly	Half Yearly	Final	
Hindi	100	50	50	50	100	50	50	50	150
English	100	50	50	50	100	50	50	50	150
Maths	100	50	50	50	100	50	50	50	150
Science	100	50	50	50	100	50	50	50	150
History	100	50	50	50	100	50	50	50	150
Geography	100	50	50	50	100	50	50	50	150
Art	100	50	50	50	100	50	50	50	150
Music	100	50	50	50	100	50	50	50	150
Physical Education	100	50	50	50	100	50	50	50	150
Computer	100	50	50	50	100	50	50	50	150
Practical	100	50	50	50	100	50	50	50	150
Others	100	50	50	50	100	50	50	50	150
Total	1300	650	650	650	1300	650	650	650	1950

Asst. Subject

Total Marks	Max. Marks	Yearly	Half Yearly	Final	Max. Marks	Yearly	Half Yearly	Final	Total Marks
1300	650	650	650	650	1300	650	650	650	1950

16/05/2005

Date

Class Teacher

Principal