



SYED SHAH AKRAMULLAH

PERSONAL DATA

Mobile: +966 56 538 7578
Email: impatientheart@gmail.com
Present Add: Dammam 2nd Industrial, Saudi Arabia
Permanent Add: 44 Azimpure Bara Daira Sharif
Dhaka 1205, Bangladesh.

ACADEMIC QUALIFICATION

Bachelor of Commerce
Dhaka City College [Dhaka University]

IT SKILLS

- MCP (Microsoft Certified Professional)
- Oracle and SAP ERP Applications
- MS Packages, D365
- Microsoft Windows Server 2003 Network Infrastructure: Network Services; Network Hosts.
- Microsoft Windows Server 2003 Environment: Maintaining and Managing.
- ISA (Internet Security and Acceleration) Server 2000.

ONLINE COURSE:

Compliance To Project Requirements
Certificate ID 9PKSTI-CE000030
Conducted by Nesma & Partners

PROFESSIONAL EXPERIENCES and COMPETENCIES:

- Establishing effective operating policies, lean initiatives and processes.
- Comprehensive understanding & experience of purchasing strategies and also inventory management.
- Resourceful and well organized.
- Ability to manage multiple priorities.
- Excellent analytical, critical thinking, and strategic skills.
- Leadership and influencing skills.
- Attention to detail.
- Handling critical issues.
- Capable of making important and strategic decisions.
- Problem identifying and solving.
- Business Communication.
- Interpersonal Relations.
- Project Supervision.
- Manpower Scheduling and Assignment.
- Operating ERP Applications and MS Packages.

KEY COMPETENCIES and SKILLS

Coordination | Administration | Attention to Detail | Multitasking | Interpersonal Relationship | Operating ARAMCO Portal for ID, Vehicle Sticker and Financial tasks | Oracle and SAP ERP Software Applications, MS D365 and MS Packages | Invoicing | Accounts Receivable | Business Communications | Process Management | Product Development, Procurement and Management | Business Acumen.

PERSONAL SUMMARY

Results orientated, hardworking, and committed responsible person with proven ability to meet stipulated deadlines. Focused on any task at hand and able to utilize existing knowledge and experiences to come up with practical solutions and alternatives to processes.

Currently, I am in Saudi Arabia working as Projects Coordinator. Through decades of experience performing duties & responsibilities in various departments including Admin, Accounts, Product and Service of domestic and overseas companies, I have acquired versatile skills.

I am holding a Bachelor Degree in Commerce and also, certified by Microsoft being an MCP (Microsoft Certified Professional). More information is given below:

CAREER HISTORY [More than 25 years]

Projects Coordinator

March 2020 till present

Abdullah H. Al-Shuwayer Sons Company

Dammam, Saudi Arabia

Equipment Division [November 2022 till present]

Main Nature of Business: Heavy Equipment Rental

HVAC Testing Division, NEBB certified [March 2020 till Oct 2022]

Main Nature of Business: HVAC Air & Water System Testing, Adjusting, and Balancing complying with NEBB, USA procedural standard and ARAMCO SAEK Standard.

Main Skills Achieved:

Coordination | Administration | Team Work | Attention to Detail | Multitasking | ERP Software Applications | MS D365 | ARAMCO Portal for ID and Vehicle Sticker Application | ARAMCO Portal for Financial Tasks [SES, Invoice and Payment] | Manpower Scheduling and Assignment | Business Communication | Management Reports | Instruments Management

Manager –Product Development & Procurement

September 2014 – October 2017

Blueberry Trading Ltd. (BTL)

June 2005 – August 2014

Integra International Ltd.

Dhaka, Bangladesh

Main Nature of Business: Mobile Phone Importation, OEM/ODM Manufacturing and Distribution. Affiliated concerns of Malaysia-Bangladesh Joint Venture “Integra Group”.

Dhaka, Bangladesh

Main Skills Achieved:

Procurement | Research and Development | Suppliers Management | Negotiation | Product's Testing, Reporting and Finalizing | Process Management | ERP Software Applications | Customer Care Management | Business Communication | Business Acumen

Manager -Admin

December 2003 to May 2005

Grihanandan Design Consultant

Dhaka, Bangladesh

Main Nature of Business: Architectural Designing, Consulting, and Property Development.

Main Skills Achieved:

Office Administration | Site Management | Suppliers Management | Negotiation | Business Communication | Petty Cash Management | Financial Reporting

Executive Secretary/Admin Officer/Div. Accountant

September 1995 to October 2003

Abdullah H. Al-Shuwayer Company

HVAC Testing Division [NEBB certified]

Dammam, Saudi Arabia

Main Nature of Business: HVAC Air & Water System Testing, Adjusting, and Balancing complying with NEBB, USA procedural standard and ARAMCO SAEK Standard.

Main Skills Achieved:

Office Administration | Employees, Instruments, Customers Record Tracking | Team Work | Attention to Detail | Multitasking | Procedural Standard Preparation | Report Preparation | Customers Record Tracking | Communication | Interpersonal Relationship | Invoicing | Accounts Receivable | Petty Cash Handling | Financial Reporting

REFERENCES:

Workmate: Dennis R. Pamienta | Manager -HVAC Testing Division of Al-Shuwayer Sons Co. | Mobile: +966 55 307 5887 | Email: dennis@shuwayer.com
Relative: Parvez Chowdhury | Dammam, KSA | Mobile: +966 59 354 1258 | +966 50 380 7347

DECLARATION:

I solemnly hereby declare and confirm that all the information provided herein is true to the best of my knowledge and belief.