

# CURRICULAM VITÆ



**Mohammed  
Ahmed Ali**

## Key Skills

Administration Officer  
Transport Officer  
Account Assistant

## Trained Courses

Time and Priority Management.  
Supervisory Development skills.  
Problem solving & Decision making

## Personal Profile

Age: 43 years  
Nationality: Indian  
Marital Status: Married & 3 Children  
Languages: English, Hindi & Arabic.  
Driving License: Light Duty Car GCC  
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## Profile

Organized Administration Officer with excellent communication skills, fostering positive relationships with colleagues and clients. Proven ability to streamline processes, improve efficiency, and maintain meticulous records. Committed to delivering high-quality administrative support to drive the organizational success.

## Educational Qualification

- ✚ Bachelor of Commerce  
Osmania University, Hyd, Telangana, India

## Computer Skills

- ✚ Microsoft Office
- ✚ IVMS Software (vehicles)
- ✚ ERP software (Timesheet)
- ✚ Xpedeon Software (Procurement)

## Career

- ✚ Working as an Administration Officer at M/s. Galfar Engg. & Contg. S.A.O.G, Muscat, Oman for 19 Years till date.
- ✚ Worked as Accounts & Administration Assistant at Multiple Companies for 4 years.

## Achievements

- ✚ Advised on calculated cost measures and solutions for de-hiring flats, vehicles, and relocate manpower without disrupting services.
- ✚ Supervised 250 School Children Transportation with 5 nos. Bus Teams without any Interruption or incident for 2 ½ years.
- ✚ Administer a Team and demobilize around 5000 Expatriate employees within 6 months during Covid-19 from Muscat to their Countries.
- ✚ Trained newly recruited juniors employees regarding company procedures, standards.

# Experience Summary

Working with Various roles and duties at M/s. Galfar Engg & Contg SAOG; 2005 - till date

Started as Secretarial 2005 – 2012:

- Daily updating Camps status and frequently Inspections.
- Arranging Transit Accommodations for Staff / Workers with movement records.
- Maintaining Camp Store Inventory, Ordering Material.
- Ordered, stored, and repaired office equipment and stationery for company use.
- Runs the entire Galfar employees Mail Post services incoming and outgoing.
- Distribution of Circulars across the company.

New Task as Transport Coordinator 2013 – 2020:

- Transportation scheduling for Airport pickup/drop, Office teams and School buses.
- Greeted visitors upon arrival and directed guests to appropriate facility locations.
- Organizing the complete arrangements for the company's official events.
- Hotel bookings & frequently inspecting quality service should be deliver by Hotel.
- Supervising vehicles equipped with IVMS, diligently checking for HSE violations, and submitting immediate reports to the concerned officers and managers for necessary action against violators.
- Fuel consumption, control system for fuel cards usage.
- Coordinated travel arrangements and logistics for Exit Employees and ensuring their exits from country, as per company policies.
- Conducting monthly driver's forum.

Upgraded duties as Administration Officer 2021 – till date:

- Providing support to senior management regarding the Hiring & Maintenance of company owned properties.
- Managed office correspondence, efficiently and promptly.
- Ensuring the execution of sub contract works within our contracts, actively finding solutions for any emerging problems, and maintaining a healthy relationship between our company and all service providers and contractors.
- Raising the Purchase Requests in Xpedeon and Coordination with Procurement section till the Materials delivered.
- Sub-Contractors Bills Checking, Processing Payment Certificates, Submitting in Finance, Track of Payments, Follow-up, Replying queries etc.
- Electronic book keeping and produce on audit.

- Created and managed database systems to store and organize information.
- Processing monthly Payroll, Annual leave, Full and Final settlements of employees and Imprest system for daily Cash expenditure.
- Assisted with budget preparation and monitoring processes by providing accurate financial information to relevant departments.
- Prepared data analysis reports for presentations and superiors review weekly, monthly, as and when requires.
- Coordinated interdepartmental communications to facilitate project updates and align strategic goals across teams.

Worked at Y B Anand, CA Firm as Audit cum Account Assistant; 2001-2003

- Assisting auditors and CA in Day to Day assignments.
- Maintaining Office Cash Books including Bank Transactions.
- Managing book keeping for the Clients like Hotel and Travel agents.

Worked at Al Aktham Super Market and Restaurant as Account Assistant; 2003 – 2004

- My daily duties for the cash management was includes counting, checking, and collection. I hand over the collected cash and credit related documentation to the Senior Accountant next working day.
- Monthly prepare and submit Statements to the Customer, keeping a track till paid.
- Assisting with inventory control, tracking inventory levels, and ensuring accurate inventory valuation.
- Checking Invoices and Issuing cheques to the suppliers.
- Reconciling bank statements, credit card transactions, and other financial accounts to identify and resolve any discrepancies.

Worked at Mohammed Trad & Est as Account cum Administrative Assistant; 2004 - 2005

- Preparing Quotations for the Clients.
- Receiving all Job Cards day to day and databases.
- Daily/Weekly accurate billings and up-to-date.
- Maintaining stationary, office supplies, ordering and coordinating deliveries
- Checking Invoices and issuing cheques to Vendors
- Preparing monthly journal reports.
- Managing receipt payment accounts and keeping thorough records.
- Preparing monthly salaries to the Employees and record the same.
- Manage office setup, and receiving office guests and clients on behalf of superiors.

I hereby declare that the information provided is accurate. Additionally, I am committed to being an honest and dedicated team member, as I believe these qualities are essential for any successful company.

**Mohammed Ahmed Ali**