

CURRICULUM VITAE

Mohamed Usama Mohamed Ghouse
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Wellampitiya,
Sri Lanka.



❖ Personal Information

Date of Birth: 28th July 1978
Gender: Male
Civil Status: Married
Nationality: Srilanka
Passport Number: N7650178
Date of Expire: February 20, 2028
Language Spoken: - English, Tamil, Sinhala & Conversational Arabic & Hindi
Permanent Address: - 159/24, Megoda Kolonnawa, Wellampitiya, Sri Lanka.
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❖ Objective:

Seeking an opportunity to expand my knowledge and experience, to assist in the contained improvement of both the organization and myself

Position: Admin Secretary/Office Clerk, DATA Entry Operator, Housing Supervisors.

❖ Working Experience Summary

As a Admin Secretary/Office Clerk: - I have thirteen [13] years of experience in Admin Secretary/Office Clerk, that's in abroad with **Saudi Aramco** (Oil & Gas Company) as Contractor Employee since from 2011 till present.

As a Housing Supervisors: - I have one [1] year of experience in Housing Supervisors, that's in abroad with **Saudi Aramco** (Oil & Gas Company) as Contractor Employee since from July - 2010 till July - 2011.

As a DATA Entry Operator: - I have six [6] years of experience in DATA Entry Operator, that's my first job in our country since from 2004 till 2010.

❖ JOB Description

1. Secretarial & Admin Assistant Activities (Saudi Aramco) :

- Offshore GOSP Operation & Maintenance Secretary.
- Prepare daily report for the plant work.
- Prepare weekly highlight every end of the week.
- Prepare Manager & Superintendent site visit report.
- Preparing monthly timesheet for all units Operation, Field & Maintenance.

2. Requesting material for the unit under the SAP system

- Create Material Request under the B2B system.
- Weekly basic take stock status for all material.

3. Timekeeping through-out SAP System

- Daily enter work schedule time keeping as per Issued MMT.
- Monthly enter Time sheets.
- Month end of adjustment Time sheet
- Submit leave requests.

4. Camp Supervisor

- Preparation for Management site visit in location.
- Providing basic accessories for all accommodation.
- Daily basic update total Resident count in location for safety purpose.
- Daily basic update routine employee's movement to arrange proper accommodation.
- Daily basic has to assist location visitors, such has PPE and snacks.

❖ Duties And Responsibilities

- ✚ Time Keeping
- ✚ Leave Request
- ✚ Monthly Time keeping Reports
- ✚ Monthly Time Sheet Adjustment.
- ✚ Excess Overtime Processing.
- ✚ Create Material Order B2B and by Direct Charges.
- ✚ Letter Formatting
- ✚ Mail Distribution
- ✚ Employees Payroll Report
- ✚ Employees Vacation Settlement and final Settlement
- ✚ Flight Operation System. Flight and Chopper Reservation.
- ✚ Filing

- ✚ Follow up items for Division Manager and Unit Foreman's
- ✚ **Temporary Access (Visitor Management System)**
- ✚ Employees Course Enrollment and Management.
- ✚ Offshore GOSP Operation, Maintenance & Field Service Secretary.
- ✚ Preparing monthly work schedule for all units.
- ✚ Preparing monthly timesheet for Operation, Maintenance & Field Service Units.
- ✚ Preparing monthly Flight and chopper reservations schedule.

❖ Excellences & Skills:

Some of my excellences and skills that could make me more efficient are the followings:

- ✚ Experience of a minimum of 12 working-hours daily
- ✚ Experience of living at offshore facilities and remote areas
- ✚ Organized in work and always to complete all work duties on-time

❖ Education:

- Secondary level G. C.E. A/L, AI – Hilal Central College, Negombo, Srilanka. 1994 - 1997

❖ Computer Skills:

- Date Entry Course, at Langway Institute (Pvt) Ltd, Bambalapity with speed 45 WPM.
- MS Office Basic Skills.

❖ Contact Information:

Everyone is more than welcome to contact me at any time, through the followings:

E-Mail Address	MOHAMEDUSAMA.MOHAMEDGHOUSE@ARAMCO.COM usamaghouse@gmail.com
Mobile :	+94 77 648 7730

Declaration

I hereby declare that all the above information provided is true for my knowledge the above stated information's are true and accurate. If you give an opportunity to work with your esteemed organization definitely. I will serve my part as well and assist to growth of the organization.

I Solemnly promise that above given information is true and accurate to the best of my Knowledge.

M. G. M. Usama.