

CURRICULAM VITAE

ABDULLA SALEEM



Ph: +966-576794465

Email id: Abdulhej90@gmail.com

Iqama Status: **Transferable**

Applied for: Storekeeper

CAREER OBJECTIVE

To obtain a responsible and challenging job where my skills, experience and expertise can be utilized for continuous growth and advancement, and also helps to add the values to the organization that I represent. Looking forward to be an integral part of a highly motivated and result oriented development team. I have a positive attitude and believe that my sincerity and diligence enable me to achieve my goals. Most importantly, my compassionate nature enables me to adjust to all kinds of people and work well with them.

EDUCATION PROFILE

- Diploma in computer application (DCA)
- Intermediate in commerce (PUC)
- Bachelor of commerce Mangalore university

PROFESSIONAL RELATED QUALIFICATIONS&COURSE:

- iosh institution of occupational health & safety
- OSHA Institution of occupational safety and health
- WPR Training from (PNGIT)
- Gas testing training (PNGIT)

COMPUTER SKILL

- Microsoft Office
- Tally 7.0

WORK EXPERIENCE

Ten years of relevant experience as storekeeper in four different reputed

Construction and oil&gas companies.

CAREER HISTORY

- Specialised Industrial Services Co. Ltd, (Sisco) Jubail, Saudi Arabia. Store keeper 30 July to present.
- Rawabi Butec Co. Ltd Al Khobar Saudi Arabia. Store keeper 1 August 2022 to 1 July 2023.
- Attiq Ur Rehman Cont. Co. (AURCO) Al Khobar Saudi Arabia. Store keeper July 15 2019 to July 2021.
- Azmeel Contracting Co. Al Jubail Saudi Arabia. Since 2013 to 2019.

Experience in Saudi Arabia

1) Specialised Industrial Service Co Ltd (SISCO)

Project Value: 200 million SAR

Project Name: URMPP South Jaffura (CRPO 07&13)

Location : South Jaffura

Client : Saudi Arabian Oil Company (SAUDI ARAMCO)

Designation: Storekeeper
Till Date

July 2023 to

Job Description&Responsibilities:

- Receiving Materials as per Purchase Orders&Encoding in System.
- Making inventory on monthly basis.
- Segregations of materials as per category wise.
- Maintaining proper record of incoming&Outgoing materials.
- Co-ordinate with Aramco Material Specialist for free issued materials collection and send the weekly report of project material details.
- Follow up the PO and materials delivery at site as required time.
- Co-ordinate with the Supplier&Transportation team for arrange the material delivery at site timely.
- Maintain the tracking sheet and report to Managers.
- Receiving the material against purchase order with all the relevant document like Test Certificate, Certificate of Conformance etc.
- Co-ordinate with QC to arrange the material receiving inspection.
- Co-ordinate with Store team for material arrangement and separate categorise for issue to site team with proper documentation.
- Maintaining IMTE Status for calibrated tools.
- Maintaining tool card log sheet.
- Responsible for all material stored, maintained, reconciliation and issued timely to production.
- Keeping all the records for Delivery notes, Issu note, GRN, Purchase requirement, PPE Issuance both in physical format and also in the system.
- Maintaining stock level and monthly inventory.

- Good leadership and good coordination of store team.
- Ensure a safe work environment

2) RAWABI BUTEC CO LTD

PROJECT VALUE: 100 MILLION SR.

PROJECT NAME: UPGRADE OF FIRE PROTECTION AND INDUSTRIAL DRAINAGE

LOCATION : SOUTH RIYADH BULK PROJECT (SRBP)

CLIENT: SAUDI ARAMCO

Designation: Store Keeper 2021 to 2022

Job Description& Responsibilities:

- Applying for Temporary Access (TAR).
- Making Material Gate pass for the withdrawal of materials (MGP).
- Encoding in MS Dynamic 365.
- Co-ordination with supplier for the arrival for material.
- Receiving the materials as per Purchase Orders.
- Making Inventory at the end of every month.
- Receiving the materials with all documents like Purchase Orders, Delivery Notes, Material Technical Certificates, Test Certificate and all the necessary documents.
- Maintaining records for Receiving the Materials and Issue of materials both in the system & file.

- Coordination with engineers and QA QC team.
- Supervision at the store.
- Making daily progress reports.
- Reporting all related activities to project manager and QA/QC manger.
- Reviewing all store related activities & preparing all quality related reports on site.
- Preparing Weekly report of project, related to project Quality.
- Preparing the data of the material received on site as per purchase order.
- Coordinating with execution team for project quality system.
- Verifying and informing and advising site team for any defect

03) ATEEQ UR REHMAN CONTRACTING COMPANY

PROJECT VALUE: 50MILLION SR.

PROJECT NAME: CONSTRUCTION OF CAMP FOR 600 OCCUPANTS.

CLIENT: SSEM, SAUDI ARAB.

CONSULTANT :SAUDI ARAMCO.

LOCATION :HARADH

Designation: Store Keeper 2019 July to March 2021

Job Description & Responsibilities:

- Encoding in Quick dice.
- Accepting Invoices & delivery Notes.
- Receiving the materials as per Purchase Orders.
- Segregation of materials inn department wise.
- Coordination with Procurements & Boss.
- Supervision at the store.
- Making daily progress reports.

- Reporting all related activities to project manager and QA/QC manger.
- Reviewing all store related activities & preparing all quality related reports on site.
- Preparing Weekly report of project, related to project Quality Management.
- Preparing the data of the material received on site as per purchase order.
- Coordinating with execution team for project quality system.
- Verifying and informing and advising site team for any defect
- Reviewing/keeping the record of inspections.

04) AZMEEL CONTRACTING&INFRASTRUCTURE COMPANY.

PROJECT VALUE: 198 MILLION SR.

PROJECT NAME: SUBDIVISION AND DEVELPOMENT OF INDUSTRIAL ZONE -PAHSE 2.

CONTRACT NO.: 318-C02

CLIENT: ROYAL COMMISIIONFOR JUBAIL AND YUNBO, SAUDI ARAB.

CONSULTANT: SAUDI ARABIA BECHTEL COMPANY (SABCO)

Designation: Store Keeper2013July to March 2019

Job Description& Responsibilities:

- Preparation of Material Log.
- Encoding in Oracle ERP.
- Submittals of delivery notes and Service Received Notes to Accounts Departments.

- Receiving the materials as per Purchase Orders.
- Making material submittal for consultant
- Coordination with engineers and QA QC team.
- Supervision at the store.
- Making daily progress reports.
- Reporting all related activities to project manager and QA/QC manger.
- Reviewing all store related activities & preparing all quality related reports on site.
- Preparing Weekly report of project, related to project Quality Management.
- Preparing the data of the material received on site as per purchase order.
- Coordinating with execution team for project quality system.
- Verifying and informing and advising site team for any defect
- Reviewing/keeping the record of inspections

SKILLS

- Through knowledge in material standard and specification regarding construction and manufacturing standards.
- Well known in the mechanical, civil, E&I, Telcom and DHTL materials.
- Above average computer skills in ORACLE, FOCUS, Microsoft dynamic 365, MS office.
- Knowledgeable in material arranging and material controlling.

PASSPORT DETAILS

- Passport number: V3031787
- Date of issue : 01/10/2021

- Date of expiry : 30/09/2031
- Place of issue : Bengaluru

PERSONNAL DETAILS

- Nationality : Indian
- D.O.B : 02/06/1990
- Place of birth: Mulki
- Marital status: Married
- Gender : Male

DECLARATION

- **I hereby declare that the above-mentioned information is correct and true as per my knowledge.**

Abdulla Saleem

284013



ಕರ್ನಾಟಕ ಸರ್ಕಾರ
GOVERNMENT OF KARNATAKA



ಪದವಿ ಪೂರ್ವ ಶಿಕ್ಷಣ ಇಲಾಖೆ
DEPARTMENT OF PRE-UNIVERSITY EDUCATION

ಪ್ರಮಾಣ ಪತ್ರ CERTIFICATE

ಈ ಕೆಳಗೆ ನಮೂದಿಸಿದ ಅಭ್ಯರ್ಥಿಯು ಪದವಿ ಪೂರ್ವ ಶಿಕ್ಷಣದ ದ್ವಿತೀಯ ವರ್ಷದ ಪರೀಕ್ಷೆಯಲ್ಲಿ ಕೆಳಗಿನ ವಿವರಗಳೊಂದಿಗೆ ತೇರ್ಗಡೆಯಾಗಿ ಕೋರ್ಸ್‌ನ್ನು ಸಂಪೂರ್ಣಗೊಳಿಸಿರುತ್ತಾರೆ ಎಂದು ಪ್ರಮಾಣೀಕರಿಸಲಾಗಿದೆ:

This is to certify that the candidate mentioned below has passed the second year Pre-University Examination and completed the course with the following details.

ಅಭ್ಯರ್ಥಿಯ ಹೆಸರು } **ABDULLA SALEEM**
Candidate's Name

ಫಲಿತಾಂಶ ದಿನಾಂಕ } **03.05.2008**
Date of Result

ತಾಯಿಯ ಹೆಸರು } **SAFEEYA**
Mother's Name

ನೋಂದಣಿ ಸಂಖ್ಯೆ } **732341**
Register No.

ತಂದೆಯ ಹೆಸರು } **KALANDER**
Father's Name



ವಿಷಯಗಳು Subjects	ನೋಂದಣಿ ಸಂಖ್ಯೆ Register No.	ತಿಂಗಳು/ವರ್ಷ Month/Year	ಗರಿಷ್ಠಾಂಕ Max. Marks	ಪಡೆದ ಅಂಕಗಳು Marks Obtained	
ಭಾಗ-I ಭಾಷೆಗಳು Part-I Languages				ಅಂಕಗಳಲ್ಲಿ In figures	ಅಕ್ಷರಗಳಲ್ಲಿ In words
KANNADA	732341	MAR2008	100	61	SIX ONE
ENGLISH	732341	MAR2008	100	60	SIX ZERO
ಭಾಗ-II ಪಠ್ಯಕ್ರಮ ವಿಷಯಗಳು Part-II Optionals					
ECONOMICS	732341	MAR2008	100	65	SIX FIVE
BUSI.STUDIES	732341	MAR2008	100	61	SIX ONE
ACCOUNTANCY	732341	MAR2008	100	47	FOUR SEVEN
STATISTICS	732341	MAR2008	100	38	THREE EIGHT
ಕಾಲೇಜು ಸಂಕೇತ ಸಂಖ್ಯೆ College Code No.	SS172	ಒಟ್ಟು ಅಂಕಗಳು Total Marks	600	332 THREE THREE TWO	ಪಡೆದ ವರ್ಗ Class Obtained
ಅಂಕಗಳು ಅಕ್ಷರಗಳಲ್ಲಿ Marks in words	THREE HUNDRED AND THIRTY TWO ONLY				SECOND
ಕಾಲೇಜು College	NARAYANAGURU COMP PU COL MULKI MANGALORE TQ, DK DT 574154				

MEDIUM

ENGLISH

STUDENT TYPE

FRESHER

ಪ್ರಾಧಿಕಾರದ ಸಹಿ: Signature of the Principal

ಅಭ್ಯರ್ಥಿಯ ಸಹಿ: Signature of the Candidate

ಅಧ್ಯಕ್ಷರು, ಪದವಿ ಪೂರ್ವ ಶಿಕ್ಷಣ ಇಲಾಖೆ
COMMISSIONER
Department of Pre-University Education
ಬೆಂಗಳೂರು Bangalore

MANGALORE



UNIVERSITY

STATEMENT OF MARKS

 OFFICE OF THE REGISTRAR (EVALUATION)
 MANGALORE UNIVERSITY
 MANGALAGANGOTTHRI - 574 199

Date: 7 MAR 2009

BACHELOR OF COMMERCE

Credit Based First Semester Degree Examination Oct 2008

Name: ABDULLA SALEEM

Register No.: 081910040

Subject		Marks				Credit Calculations			Result
Name	Code		Max	Min	Obtained	Cr	GP	GPW	
Group - I: Languages General Proficiency and Communicative English Kannada	BCMENL101	Theory	80	28	50	2	6	12	PASS
		IA	20	-	15				
		Total	100	35	65				
	BCMKA101	Theory	80	28	35	2	3	6	PASS
		IA	20	-	10				
		Total	100	35	45				
Group - II: Optionals Business Economics Financial Accounting Principles of Management Business Statistics and Mathematics	BCMCMC101	Theory	80	28	47	2	5	10	PASS
		IA	20	-	11				
		Total	100	35	58				
	BCMCMC102	Theory	120	42	62	3	4	12	PASS
		IA	30	-	16				
		Total	150	53	78				
	BCMCMC103	Theory	120	42	42	3	3	9	PASS
		IA	30	-	24				
		Total	150	53	66				
	BCMCMC104	Theory	80	28	43	2	5	10	PASS
		IA	20	-	13				
		Total	100	35	56				
Group- III: Foundation Courses Constitution of India Co-and Extra Curricular Activities	BCMCI101	Theory	80	28	34	2	3	6	PASS
		IA	20	-	13				
		Total	100	35	47				
	BCMCE101	IA	50	-	40	1	8	8	PASS
GRAND TOTAL			850		455	17	37	73	

Grand Total (In Words): FOUR HUNDRED AND FIFTY FIVE

Aggregated Marks: 53.53

Grade Point Average: 4.29

Alpha Grade: B

MANGALORE



UNIVERSITY

STATEMENT OF MARKS

OFFICE OF THE REGISTRAR (EVALUATION)
MANGALORE UNIVERSITY
MANGALAGANGOTRI - 574 199

12 OCT 2009

Date:

BACHELOR OF COMMERCE

Credit Based Second Semester Degree Examination May 2009

Register No.: 081910040

Name: ABDULLA SALEEM

Subject		Marks				Credit Calculations			Result
Name	Code		Max	Min	Obtained	Cr	GP	GPW	
Group - I: Languages General Proficiency and Communicative English	BCMENL151	Theory	80	28	36	2	4	8	PASS
		IA	20	-	15				
		Total	100	35	51				
	BCMKA151	Theory	80	28	32	2	3	6	PASS
		IA	20	-	11				
		Total	100	35	43				
Group - II: Optionals Money and Public Finance	BCMCMC151	Theory	80	28	38	2	4	8	PASS
		IA	20	-	13				
		Total	100	35	51				
	BCMCMC152	Theory	120	42	42	3	3	9	PASS
		IA	30	-	13				
		Total	150	53	55				
	BCMCMC153	Theory	120	42	70	3	6	18	PASS
		IA	30	-	21				
		Total	150	53	91				
	BCMCMC154	Theory	80	28	29	2	3	6	PASS
		IA	20	-	13				
		Total	100	35	42				
Group- III: Foundation Courses Human Rights Gender Equity and Environment	BCM HGF151	Theory	80	28	45	2	5	10	PASS
		IA	20	-	12				
		Total	100	35	57				
	BCM CCE151	IA	50	-	25	1	4	4	PASS
GRAND TOTAL			850		415	17	32	69	
Grand Total (In Words): FOUR HUNDRED AND FIFTEEN									
Aggregated Marks: 48.82			Grade Point Average: 4.05			Alpha Grade: C			
Cr=Credit			GP=Grade Point			GPW=Grade Point Weightage			

MANGALORE**UNIVERSITY**

OFFICE OF THE REGISTRAR (EVALUATION)
MANGALORE UNIVERSITY
MANGALAGANGOTRI - 574 199

STATEMENT OF MARKS

Date: **09 APR 2010**

BACHELOR OF COMMERCE**Credit Based Third Semester Degree Examination Nov 2009**Name: **ABDULLA SALEEM**Register No.: **081910040**

Subject		Marks				Credit Calculations			Result	
Name	Code		Max	Min	Obtained	Cr	GP	GPW		
Group - I: Languages General Proficiency and Communicative English Kannada	BCMENL201	Theory	80	28	49	2	6	12	PASS	
		IA	20	-	15					
		Total	100	35	64					
	BCMKA201	Theory	80	28	38	2	3	6	PASS	
		IA	20	-	11					
		Total	100	35	49					
Group - II: Optionals International Trade & Finance I Financial Accounting - III Cost & Management Accounting I Business Taxation I	BCMCMC201	Theory	80	28	40	2	4	8	PASS	
		IA	20	-	14					
		Total	100	35	54					
	BCMCMC202	Theory	120	42	49	3	3	9	PASS	
		IA	30	-	22					
		Total	150	53	71					
	BCMCMC203	Theory	120	42	44	3	3	9	PASS	
		IA	30	-	22					
		Total	150	53	66					
	BCMCMC205	Theory	80	28	28	2	3	6	PASS	
		IA	20	-	12					
		Total	100	35	40					
	Group- III: Foundation Courses Co-and Extra Curricular Activities	BCMCE201	IA	50	-	15	1	2	2	PASS
	GRAND TOTAL			750		359	15	24	52	
	Grand Total (In Words): THREE HUNDRED AND FIFTY NINE									
Aggregated Marks:47.87		Grade Point Average:3.46				Alpha Grade:C				

Cr=Credit

GP=Grade Point

GPW=Grade Point Weightage

Entered By: Edumanage

Verified By:

MANGALORE



UNIVERSITY

STATEMENT OF MARKS

OFFICE OF THE
REGISTRAR (EVALUATION)
MANGALAGANGOTRI - 574 199

Date: 7 SEP 2010

BACHELOR OF COMMERCE

Credit Based Fourth Semester Degree Examination May 2010

Name: ABDULLA SALEEM,

Register No.: 081910040

Subject		Marks				Credit Calculations			Result
Name	Code		Max	Min	Obtained	Cr	GP	GPW	
Group - I: Languages General Proficiency And Communicative English Kannada	BCMENL251	Theory	80	28	40				
		IA	20	-	16				
		Total	100	35	56	2	5	10	PASS
	BCMKA251	Theory	80	28	42				
		IA	20	-	9				
		Total	100	35	51	2	4	8	PASS
Group - II: Optionals International Trade And Finance II Financial Accounting IV Cost & Management Accounting II Business Taxation - II	BCMCMC251	Theory	80	28	53				
		IA	20	-	16				
		Total	100	35	69	2	6	12	PASS
	BCMCMC252	Theory	120	42	57				
		IA	30	-	19				
		Total	150	53	76	3	4	12	PASS
	BCMCMC253	Theory	120	42	53				
		IA	30	-	24				
		Total	150	53	77	3	4	12	PASS
	BCMCMC255	Theory	80	28	47				
		IA	20	-	11				
		Total	100	35	58	2	5	10	PASS
Group- III: Foundation Courses Co-and Extra Curricular Activities	BCMCC251	IA	50	-	5	1	2	2	PASS
GRAND TOTAL			750		392	15	30	66	
Grand Total (In Words): THREE HUNDRED AND NINETY TWO									
Aggregated Marks: 52.27			Grade Point Average: 4.4			Alpha Grade: B			

Cr=Credit

GP=Grade Point

GPW=Grade Point Weightage

Entered By: Edumanage

Verified By: L

Transferred To College Records

Signature of The Principal
(With Seal)

MICCE



MODERN INSTITUTE OF COMMERCE & COMPUTER EDUCATION

MULKI - 574 154, INDIA

(Recognised by the Govt. of Karnataka)

Awards

Abdulla Saleem

DIPLOMA

in

COMPUTER APPLICATION

for having successfully completed a course in

*Concept, Windows XP, MS-Word, MS-Excel,
MS-Access, PowerPoint, Tally 9, Internet, HTML.*

Conducted by

MICCE - Mulki, Karnataka, INDIA

(A Unit of Manipal Institute of Computer Education)

During the period

18/06/2010 to 25/02/2011

Given under the seal of the

Modern Institute of Computer Education

Ravi

CONTROLLER OF EXAM

Date : 29-02-2012



Bakchandrasan

PRINCIPAL



ACCOUNTS BUREAU

Jamiya Masjid Complex, Polipu, Kaup-574 106

Udupi Taluk and District

Email-mohdkaup@yahoo. com

Undertaking : Books writing of all types of Industries, Traders, Professionals Etc

Service Certificate

Date 16/04/2013.

This is to certify that, Mr.ABDULLA SALEEM, S/O KALANDER, Residing at Kombettu House, N.S Road Hejamady, Udupi tq&dist. has been working under us as an Accountant from 15/09/2011 to 30/11/2012. He is capable of handling company Accounts & finalisation in both Manual & computerized.

During the tenure of his service with us we found him sincere and hard working. He bears a good moral character. We wish him all the best for his future endeavor.

PLACE: KAUP

DATE: 16 / 04 / 2013



Signature

HARD WORK RESULT SUCCESS



Specialized Industrial Services Co. Ltd (SISCO)

EXPERIENCE CERTIFICATE

Date: 1st August, 2025

To Whom It May Concern,

This is to certify that **Mr. Abdulla Saleem** was employed with Specialized Industrial Services Co., Ltd (**SISCO**) as a **Storekeeper** from **25th July 2023** to **30th July 2025** in the **Unconventional Resource Maintain Potential Project (URMPP)**, South Jafurah, KSA.

During his tenure with us, Mr. Abdulla Saleem proved to be a reliable, sincere, and dedicated employee. He efficiently managed store operations, maintained accurate inventory records, and ensured proper storage and issuance of materials as per company procedures. His performance and conduct were found to be commendable throughout his service period.

We wish him all the best in his future endeavors.

Sincerely,

Roy Yunus
Project Manager

CRPO-07 & 13 South Jafurah, KSA



Specialized Industrial Services Co., Ltd (SISCO)

We provide innovative engineering, precise construction execution, and support services and solutions to drive results for our clients and partners in the Oil & Gas, Buildings & Infrastructure, Chemicals, and Mining & Metals industry sectors in KSA.



+966 13 829 7890

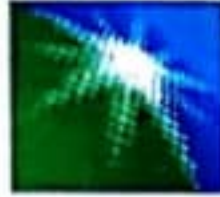


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أرامكو السعودية
Saudi Aramco



JAFURAH PROGRAM
UNCONVENTIONAL RESOURCES MAINTAIN POTENTIAL PROJECT

CERTIFICATE OF APPRECIATION

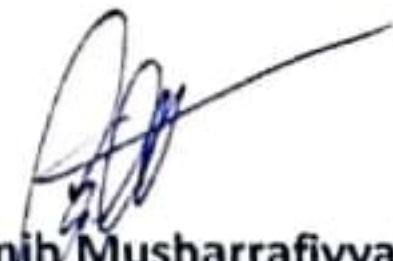
Abdulla Saleem

In recognition of The Contribution & Commitment towards
HSE Performance in Achieving

1 MILLION Safe Man-hours Without Lost Time Injury

From October 2023 to June 2024


Mr. Roy Younes
Project Manager


Mr. Samih Musharrafyyah
Chief Operating Officer - COO

ISSUED DATE: JUNE 4, 2024



أرامكو السعودية
Saudi Aramco

Central Region Distribution Dept.
Contractor Safety Orientation



عبدالله قالاندر

abdulla kalander

2515600902

RAWABI BUTEC

Expiry Date:

08/16/2024

This is to certify that the
contractor employee has attended
CRDD Contractor Safety Orientation

أرامكو السعودية
saudi aramco



عبدالله سليم قالاندار

ABDULLA S KALANDER

CONTRACTOR

Badge No:

8558128

Expiry Date:

8/22/2024

قاول