NURUZZAMAN MUNNA

Document Controller, Administrative, /Technical Data Analyst

+966 0568737413

munnadocx@outlook.com

/nuruzzamanmunna

Jeddah, Saudi Arabia

COMPUTER SKILLS

- Microsoft – Excel- (Pivot Tables, V-Lookups, Graph & Formulas) Word, Power Point, Outlook, Access, Visio, Project.
- SAP, Ariba
- SEO System, Power BI
- Oracle HCM, Maximo System
- Computer Hardware
- Graphics Design- Adobe Photoshop, Illustrator

CERTIFICATES & AWARDS

- BRF Employee of the Quarter
- USMS Employee of the Month
- HSE Training Certificate-2021
- GMP Training at BRF
- POP Leaders

LANGUAGES SKILLS

- English - Fluent
- Arabic - Intermediate
- Urdu & Hindi – Fluent
- Bangla- Native

PERSONAL DETAILS

- Date of Birth: 15 May 1995
- Gender: Male
- Religion: Islam
- Marital Status: Married
- Nationality: Bangladeshi
- **Iqama Type: Transferable**
- **Driving License: YES**

CAREER OBJECTIVE

Looking to utilize skills in service & working as **Administrative/Technical Data Analyst**. I have 5 years up in Saudi Arabia & 2 Years in Bangladesh of rich work experience in Multi-Tasking Computer Related Job, Like- Admin, Administrative, Analysis, Document Controller, IT & Productivity Controller etc.

- Extensive Knowledge of Computers Software, Like- Excel, SAP, Power BI, Ariba, Oracle HCM, Word, Visio, Outlooks-Emails, PowerPoint, Teams, Success Factor, Access Manager, Graphics Design Soft. SEO System.
- Good Communication Skills, Analytical Thinking, Problem Solving.

WORKING EXPERIENCE

Document Controller *January 2025 – Present*

Takween Development Contracting Company

Vision Jeddah, Al Kayal, Jeddah, Saudi Arabia, info@ takween-ksa.com, www.takween-ksa.com

Responsibilities:

Assisting Manager & Engineers in organizing upcoming & ongoing projects. This task involves Cost Analysis, Proposal- Technical & Commercial, Project Plans, Schedules, Estimates, Organization Charts and participating in stakeholder meetings, and ensuring that project deadlines to meet in a timely manner.

- Preparing Cost Analysis & Technical Submittals as per project specifications.
- Preparing Selling BOQ's. and Preparing Price Quotations for clients
- Preparing Daily Progress Reports and Schedules as per contract duration.
- Preparing Project Organization Charts.
- Preparing Tender Presentations for proposal with cooperation of Manager.
- Preparing proper Electronic & Manual Archiving.
- Arranging Proper Fillings & Document Controlling arranging electronically for easy access.
- Solving IT Problem for offices & projects with Engineer.

Productivity Controller *Jan 2023 – Dec 2024*

Production Excellence Team

Joody Al Sharqiya Food Production Factory (BRF-Sadia)

105 Street, 2nd Industrial City, Dammam 34334. Saudi Arabia

Responsibilities:

Assisting Production Manager and HR. Reporting Daily Efficiency & Productivity. Monthly Closing reports are sent to managers and global managers. Arranging daily Productivity meeting. Supporting production activities and ensuring business goals are met report to managers, prevent shortages and overruns, and maintain quality standards.

- Prepare Daily Operational Efficiency Report.
- BOM Consumption Analysis.s
- Arranging daily Productivity meeting & Showing all Dept. KPIs & Action Plan,
- Update all data for Management Meeting.
- Prepare Daily Attendance & Productivity Report for Weekly & Monthly.
- Daily Upload Efficiency Files to CIEX Portal (SEO-Power BI)- Top Management.
- Weekly Absent & Medical Leave Report reporting to Manager, HR & Supplier
- Monthly Outsource Manhours Report to HSE.
- Arranging transportation and meals for outsource employees on holiday activities.
- Preparing Monthly Time Sheets for Employees.
- Creating SOB & Purchase Request -PR, Purchase Order-PO in Ariba & SAP
- Creating provision requests & Booking Supplier Invoices in SAP

SSCL مجموعة بن لادن السعودية SAUDI BINLADIN GROUP OPERATION & MAINTENANCE التشغيل والصيانة

Secretary, Administrative Assistant, *March 2020 – Dec 2022*

United Saudi Maintenance & Services Co. (Head Office) Affiliated to **Saudi Binladin Group O&M**, Al Rawdah, Jeddah, Saudi Arabia.
Email: nmunna@sbgom.com, web: www.usms.sa, www.sbgom.com

Responsibilities:

Assisting Operations Manager & Engineers in organizing ongoing projects. This task involves Cost Analysis, Proposal- Technical & Commercial, Project Plans, Schedules, Estimates, Organization Charts and participating in stakeholder meetings, and ensuring that project deadlines to meet in a timely manner.

- Preparing Cost Analysis & Technical Submittals as per project specifications.
- Preparing Selling BOQ's. and Preparing Price Quotations for clients
- Preparing Daily Progress Reports and Schedules as per contract duration.
- Preparing Project Organization Charts.
- Follow-up for final NTP & Project Number / Code.
- Preparing Tender Presentations for proposal with cooperation of Manager.
- Preparing proper Electronic & Manual Archiving.
- Solving IT Problem for offices & projects with Engineer.
- SAP Ariba Vendor Online registration for company profile.
- Oracle Aconex for RFP documentation upload and download

Chief IT Officer *July 2018 – Feb 2020*

Today's Information Technology | Noakhali, Bangladesh.
 Email: info.titbd@gmail.com Website: www.titbd.net

EDUCATIONAL QUALIFICATION

Degree : Bachelor of Social Science
Year : 2015-2018
: Political Science
National University of Bangladesh, Dhaka

Diploma : Diploma in Web & e-Commerce
Year : 2013-2014
: Web Design & Development
(PHP, HTML, CSS, JAVASRIPT, NETWORKING)
Daffodil Institute of IT, Under the University & Industry Alliance, Dhaka University.

HSC : Higher Secondary Certificate
Year : 2014
Humanities, Govt. Mujib College, Comilla Education Board, Bangladesh.

PROFESSIONAL TRAINING & COURSES

❖ **Basic Application Program** *June 2013 – Dec 2013*
Daffodil International Professional Training Institute (DIPTI)
Dhaka, Bangladesh.

❖ **Graphics Design & Multimedia** *Jan 2016 – March 2016*
Today's Information Technology
Noakhali, Bangladesh.

❖ **Computer Hardware & Networking** *Jan 2018 – Dec 2018*
Today's Information Technology
Noakhali, Bangladesh.

Declaration:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Nuruzzaman Munna
....
Signature