

CURRICULAM VITAE

MOHAMMED ABDUL HAMEED

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JOB APPLYING FOR SR. PROJECTS COORDINATOR

PROFESSIONAL SUMMARY

Dedicated and results-driven Projects Coordinator with over 14 years of experience in the Fire Protection Systems and Security Systems industry. Proven track record of successfully managing and overseeing multiple projects from concept through completion while ensuring compliance with safety standards, budgets, and timelines. Expert in coordinating teams, liaising with clients, and managing resources to achieve the highest standards of quality and efficiency.

WORK EXPERIENCE – in KSA

Worked in **SAS Systems Engineering (Salem Agencies & Services Co.) Saudi Arabia** since September 2009 till December 2023.

KEY SKILLS & COMPETENCIES

- Fire Protection Systems Design & Installation
- Security Systems Integration
- Project Management & Coordination
- Client Liaison & Stakeholder Management
- Budget Management & Cost Control
- Risk Management & Compliance
- Scheduling & Resource Allocation
- Team Leadership & Staff Supervision
- Quality Assurance & Testing
- Technical Documentation & Reporting
- Contract Negotiations
- Problem Solving & Decision Making
- Health & Safety Regulations Compliance

PROFESSIONAL EXPERIENCE

Projects Coordinator

SALEM AGENCIES & SERVICES CO (SAS) (KHOBAR)

2019 – Present

- Coordinate and oversee the installation and maintenance of fire protection systems (sprinklers, alarms, smoke detection, etc.) and security systems (CCTV, access control, alarms) across multiple projects.
- Develop and maintain project schedules, ensuring all milestones are met on time and within budget.
- Act as the primary point of contact for clients, contractors, and internal teams, managing communication and expectations effectively.
- Ensure that projects comply with local, state, and national fire and security regulations and safety standards.
- Manage project documentation, including design specifications, reports, and manuals.
- Conduct site visits for inspections, progress updates, and troubleshooting as necessary.
- Supervise and coordinate a multidisciplinary team of engineers, technicians, and subcontractors.

Project Coordinator – Fire & Security Systems

SALEM AGENCIES & SERVICES CO (SAS) – (KHOBAR)

2015 – 2019

- Led and coordinated the installation of fire protection and security systems for commercial, industrial, and residential clients.
- Prepared and maintained comprehensive project schedules, progress reports, and financial forecasts.
- Collaborated with sales and engineering teams to ensure accurate project scoping and feasibility assessments.
- Conducted quality assurance tests on installed systems, ensuring functionality and compliance with standards.
- Supported the procurement process by managing supplier and vendor relationships and ensuring timely delivery of equipment.
- Provided technical support and training to clients on system operations and maintenance.

Assistant Projects Coordinator – Fire Protection Systems

SALEM AGENCIES & SERVICES CO – (JEDDAH)

2010 – 2015

- Assisted in the planning and execution of fire protection system installations in commercial and residential projects.
- Monitored day-to-day project operations, tracking budgets, timelines, and resources.
- Prepared documentation for permits, inspections, and compliance with fire safety regulations.
- Coordinated the activities of subcontractors and vendors to ensure timely project completion.
- Prepared risk assessments and worked with project managers to address and mitigate potential delays.

WORK EXPERIENCE – in INDIA

Admin and Accounts Officer.

NS High School – 2024

Manage day – to – day administrative tasks, ensuring smooth operations within the school.

- Oversee financial transactions, including budgeting, payroll, and reporting.
- Coordinate with different departments to align administrative and financial processes.

Dr. Bhoom Reddy General Hospitals

IT Supports & Business Administrator – 2008 till 2009

Worked as Government project handler and assigned to deal in Digital data storage with e-governance. Handling of various computer peripherals. Full software support & Interaction with hospital staff. Assisting Head of Procurement department in vendor maintenance, subcontracting and asset management. Assisting Head of Finance for accounts and reporting.

Golden Computer Centre

Office Administrator – 2004 till 2008

Start practical career as Office Administrator for day to day book keeping, hardware maintenance and software/programming practical implementation. T accounts, General ledger and posting of Journal Entries. Creating Documents & Reports in Word & Excel. Loading of all Software's assembling and disassembling systems, maintenance to all System components, Hardware and Software faults tracing and trouble shooting

EDUCATIONAL QUALIFICATIONS

B. Com Computers

TECHNICAL QUALIFICATION

Diploma in Computer Applications & Multilingual D.T.P., From NCPUL (Central Government of India).

Operating System : Windows: 98 / 2000 / 10/XP

Office Documents : Internet Browsing, MS-Word, MS-Excel,
MS-Power Point, MS –Access

Diploma in Hardware Technician from Small Industries Service Institute Govt. of India.
(Loading all Software's and Assembling & Disassembling Systems, Maintenance to all systems components, H/W & S/W fault tracing and Trouble Shooting).

Certified Aconex System

Dated: Nov. 23, 2024

LANGUAGES KNOWN

English, Arabic, Hindi & Telugu

PERSONAL DETAILS

Nationality : Indian
Date of Birth : 18-04-1986
Religion : Islam
Sex : Male
Marital Status : Married
Passport Details : R6698735
Date of Issue : 25/05/2017
Date of Expiry : 24/05/2027
Iqama Status Transferable.

DECLARATION:

I here by declare that the above write particular are true to the best of my Knowledge and believe.

Date:

(MA. HAMEED)