

**APPLICATION FOR JOB**

Md. Azim Uddin

Mob: 0537501595

Email: azimaduri7@gmail.com

Dear Sir,

From the reliable source I knew that there is certain post more favorable to my career. So I offer myself as a candidate for the post of Purchase Officer/ Site supervisor/ Construction site logistic officer.

I have 11 years' experience in construction field in Arabic with English, and I am familiar with Computer especially in MS Office, and I have good Typing Speed in key board (40 wpm in English)

I had been working as site Supervisor/Site logistic Officer and Purchase officer in a well-established company since 2007 in Saudi Arabia, now I am looking for suitable job which offers greater scope for my career growth and use of my abilities.

I take the job with a great sense of responsibility, enjoy the challenge of new situations and expect to make a positive contribution to your organization.

Thanking You,

Md. Azim Uddin

A detailed bio data attached herewith for further information and your kind reference.

## BIO-DATA

NAME: Md. Azim Uddin

DATE OF BIRTH : August 26, 1982

NATIONALITY: BANGLADESHI

Mob: 0537501595

Email: azimaduri7@gmail.com

ACADAMIC AND PROFESSIONAL QUALIFICATIONS Study in BSS pass 2 years course  
From National University of Bangladesh.

SOFTWARE KNOWLEDGE MS-WORD, EXCEL, Power Point E-MAIL AND INTERNET

TECHINICAL QUALIFICATION TYPE WRITING IN ENGLISH 40 W.P.M  
DRIVING LICENCE. (KSA) driving license.

GULF EXPERIENCE (IN SAUDI ARABIA) SEARAS INTERNATIONAL CO. AS  
PROJECTS LOGISTIC AND PURCHASE OFFICER  
AT RIYADH, KSA, SINCE January 1-2007.

### PROFESSIONAL EXPERIENCE:

January 2007 - November 2011

Company: Middle East Propulsion Company.

Project :MEPCO - Aircraft engine overhaul & repair facility. KKIA, Riyadh.

Consultant: Al Mutlaq & Bu-Nuhayah Consulting Engineers.

Contractor: Searas International Est.

Position: Executive Assistant/Logistic officer.

## RESPONSIBILITY:

Assist for General Manager clerical & overall project secretarial work as per GM instruction:

1. Organized project documents & daily correspondence documents.
2. Announce company new policy.
3. Preparing correspondence letter for GM & for origination,
4. Follow-up checks in & checks out.
5. Incoming & outgoing letter received, telephone answer, fax received & distribution for the concern engineer, email-checked & follow up.
6. Manage Office & kitchen supply
7. Documentation filing for engineering support
8. Manage the manpower distribution and attendance.
9. Manage overtime report & calculation.

December 2011 to March 2013

Company: Al Rajhi Bank.

Project :Al Rajhi Bank Branches, Riyadh, KSA. 1. Al Mounciah Branch-Riyadh. 2, DRC Branch- Riyadh. 3, Al Falah Branch-Riyadh. 4. Al Yashmeen Branch- Riyadh. 5. Al Malgah Branch-Riyadh

Consultant: Zuhair Fayez Partnership Consultants.

Contractor: Searas International Est.

Position: Assistant Accountant and administration Officer.

## RESPONSIBILITY:

As a Assistant Accountant and administration Officer work with direct instruction of my Boss & president/CEO to support all of the Head Of Accounts and administration work with company CEO such as:

### Administration Works:

1. Follow up with president/CEO for advance company policy & discussed with concern person for reach company goal..
2. Follow up with company president for any new requirement and noticed.
3. Report to the president for any misconduct work.

4. Support to the HR department as per company requirement.
5. Co-ordinate with (Government representative) for government requirement update.
6. Secure company data soft copy & hard copy and provide to company staff as required.
7. Equipment & instrument distribution for engineers & projects sites
8. Support for the monthly report for the project

April 2013 to February 2017

Company: Al Rajhi Bank/Alinma Bank

Project: Al Rajhi Bank Branches KSA:

1. Al Afif Branch - Central region.
2. Al Mohammadiyah Branch - Hafer Al Batin.
3. Al Janadriyah Branch-Riyadh.
4. Al Gazzala Branch-Hail.
5. Turba Al Shemal Branch-Hail.

Alinma Bank Branches, KSA:

1. Al Dawamdi Branch - Dawadmi.
2. KKMC Branch -Hafer Al Batin.
3. Al Tahlia Branch - Al Khobar

Consultant: Al Mutlaq & Bu-Nuhayah Consulting Engineers Otaishan Consulting Engineers.

Contractor: Searas International Est

Position: Procurement officer/Purchaser

February 2017 to Nov-2023

Company: Al Rajhi Bank

Project Al Rajhi Bank Headquarter/Operation Center Project K.S.A

Consultant: ARCADS

Contractor. Searas International for Contracting

Position: Procurement Officer/Purchaser & Logistic Officer.

## RESPONSIBILITY:

As a procurement officer work with procurement department by instructed by company CEO doing following discipline for the company.

1. Prepared master procurement schedule for new projects.
2. Update data base for Supplier & Sub-Contractors.
3. Request for quotation (RFQ)
4. Prepared price comparison sheet for supplier & sub-con.
5. Organized material approval submittal for Client & Consultant.
6. Update material submittal log.
7. Co-ordination with cost control & scheduling department for P.O (Purchase order)
8. Co-ordination with storekeeper for update inventory.
9. Preparing P.O (Purchase order) & contract agreement for supplier & subcontractor.
10. Follow up with account department for Payment.
11. Follow up for material delivery with supplier.
12. Follow up with project site for material delivery confirmation.
13. Updated P.O status log.
14. Preparing tender document.
15. Review with concern engineers for drawings & bill of quantity.

## GENERAL QUALIFICATION

CAN READ, SPEAK ARABIC,  
CAN READ, WRITE, SPEAK ENGLISH  
CAN SPEAK HINDI AND URUDU.  
BANGLA IS MOTHER TOUNG.

## PERSONAL DETAILS

HIGHLY INTERACTIVE, TEAM-ORIENTED &  
EMPHATIC, GOOD IN COMMUNICATION,  
PRINCIPLED, RELIGIOUS, HONEST, CANDID AND  
HARD-WORKING.

## هوية مقيم

رقم النسخة ١

المملكة العربية السعودية  
وزارة الداخلية



محمد عظيم الدين عظيم الدين

MD AZIM UDDIN

رقم الهوية: ٢٥٦٨٢٦٥٤٥٤ تاريخ الانتهاء: ٢٠٢٦/٠٧/٣٠

تاريخ الميلاد: ١٩٧٩/١٠/١٧ مكان الميلاد: بنجلاديش

الجنسية: بنجلاديش الديانة: الاسلام

المهنة: عامل ورشة

هوية صاحب العمل: ٧٠٣٨٦٧٠٣٢٤

مكان الإصدار: موقع بوابة الوزارة الإلكترونية

مكان العمل: منطقة الرياض

اسم صاحب العمل: شركة سلسيل العرب للمقاولات عامة



يجب التحقق  
من الرمز السريع  
قبل اعتماد  
التعامل مع الهوية



## رخصة سياقة

المملكة العربية السعودية  
وزارة الداخلية



محمد عظيم الدين عظيم الدين

MD AZIM UDDIN

رقم الهوية: ٢٥٦٨٢٦٥٤٥٤ ID Number: 2568265454

نوع الرخصة: خصوصي License Type: Private

تاريخ الإصدار: ٢٠٢٤/٠٦/٢٧ Issue Date: 27/06/2024

تاريخ الميلاد: ١٩٧٩/١٠/١٧ Date of Birth: 17/10/1979

الجنسية: بنجلاديش Nationality: Bangladesh

تاريخ الانتهاء: ٢٠٢٩/٠٥/٠٥ Expiry Date: 05/05/2029

فصيلة الدم: A+ Blood Type: A+



يجب التحقق  
من الرمز السريع  
قبل اعتماد  
التعامل مع الهوية

SL NO - NUD 0393768

NUCU: 03-22-021087

# National University



Roll No.....701581.....  
Regn. No. 0108684.....  
Session.....2000-01.....

## Provisional Certificate

Bachelor of Social Science  
This is to certify that

*Md. Arim Uddin*

of *Sheikpara Dukhi Mahimud College, Tenaidha*

obtained the Degree of *Bachelor of Social Science*

from this University appearing at the Degree (Pass) Examination of *2003* and that he/she  
was placed in the *Third* division.

University Buildings  
Gazipur, Bangladesh  
Date *26 SEP 2004*

Checked by *[Signature]*

*[Signature]*  
Controller of Examinations

N.B. This provisional certificate must be surrendered at the time of taking delivery of the original certificate.

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, JESSORE  
BANGLADESH

JBCH No. 002032879

Serial No. K 15078



Registration No. 853228/1998-99

Higher Secondary Certificate Examination, 2000

This is to certify that Md. Axim Uddin  
son / daughter of Md. Abdur Rashid  
of A. Rouf College  
bearing Roll Karinakundu (336) No. 365343 duly passed the  
Higher Secondary Certificate Examination of 2000 in Humanities Group  
and was placed in the Second Division.

JESSORE  
Date of Publication  
of results, Twenty Sixth August, 2000

Compared by

Controller of Examinations

K - 50,000 / 2000

Note : This Certificate is issued without any alteration or erasure.

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BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, JESSORE  
BANGLADESH

Jbcs No. 981054428

Serial No. F 114287



Registration No. 208107 / 1995-96

Secondary School Certificate Examination , 1998

This is to certify that Md. Axim Uddin  
son/daughter of Md. Abdur Rashid  
of Nagar Bathan Secondary School  
bearing Roll No. 653315 from centre Jhenidah(330) duly passed the  
Secondary School Certificate Examination of 1998 in Social Science Group  
and was placed in the First Division.

His/Her date of birth is Twenty Eighth August Nineteen Hundred  
and Eighty Two

JESSORE  
Date of Publication  
of results, Second August, 1998

G-1,00,000/99

Compared by

Note : This Certificate is issued without any alteration or erasure.

Controller of Examinations



مؤسسة سيراس العالمية

للتجارة والمقاولات ومعالجة المياه والحاسب الآلي والأنظمة الأمنية

**SEARAS INTERNATIONAL**

FOR TRADING, CONTRACTING, WATER TREATMENT, COMPUTER & SECURITY SYSTEM

**Our Vision**

We aspire to be a global player in the provision of engineering, procurement, construction (EPC) services.

**Our Objectives:**

Provide to our clients solutions.  
Meet and exceed customers' expectations.  
Provide excellent after sales service.  
Provide rewarding career development through continuous learning and professional training in a supportive working environment.

**Our Values**

Leading by example:  
We lead by example and are role models for excellence.

**Result driven:**

We go that extra mile to achieve results on time.

**Care and Respect for others:**

We value our people and their contributions, and treat them equitably & fairly with care and respect.

**Teamwork:**

We create a work culture that values collaboration.

**Integrity:**

We value the highest standards of conduct and moral behavior, and maintain the highest level of ethics in all our actions.

This  
**Certificate of Appreciation**

is awarded to

**Azim Abdur Rashid Rashid**

*for unselfishly rendering his time and effort in doing the tasks assigned to him during and throughout the completion of the Al Rajhi Bank - DRC Project located at Ibn Al Haitham, Riyadh, KSA.*

*Given this 10<sup>th</sup> of April 2013 at SEARAS, Riyadh, Saudi Arabia.*

**ENGR. WILSON R. VENTIC**  
Project Manager – DRC Project

**ENGR. HANY AL ZED**  
President/Owner

**“Deliver services & solutions that enable our customers to achieve their goals”**



مؤسسة سيراس العالمية  
للتجارة والمقاولات ومعالجة المياه والحاسب الآلي والأنظمة الأمنية  
**SEARAS INTERNATIONAL**  
FOR TRADING, CONTRACTING, WATER TREATMENT, COMPUTER & SECURITY SYSTEM

### Latter Of Appreciation

September 14, 2017

Dear Mr. Azim Abdur Rashid Rashid

In Behalf of SEARAS INTERNATIONAL we would like to extend our heartfelt gratitude for your patience, hard work, dedication and teamwork you showed just to meet our deadlines in our different project sites as a Procurements/Purchaser department.

We hope that you will still continue to observe a positive attitude towards your respective works assignments in our company.

Thank you for your excellent service and congratulations for a job well done.

Sincerely,

SEARAS INTERNATIONAL  
MANAGEMENT

Cc: President/CEO  
Cc: Human Resources



ص ب 9502، الرياض 11433، المملكة العربية السعودية، س ت 1010086083 رقم العضوية 65231.

ت : 4646538، 4649557، 2935447، 4655727، ف : 2934892

P.O. Box 9502, Riyadh 11433, Kingdom of Saudi Arabia, C.R. No. 1010086083, C.O.C. 65231

Tel: 4646538, 4649557, 2935447, 4655727, Fax: 2934892

[www.searas.com.sa](http://www.searas.com.sa) Emai. [info@searas.com.sa](mailto:info@searas.com.sa)



# AZAD COMMERCIAL INSTITUTE



**JHENDAH**

IDEAL TRAINER OF ITS TYPE . OLDEST AND THE BEST.

**ESTD : 1990**

**Service for Servicing**

ROLL NO- 67

Jhendarah.

Dated the 14-4-2001

This is to that Md. Azeem Uddin  
 Son/daughter Md. Abdur Rashid has satisfactorily passed in the final Examination  
 (theoretical and practical) of the Institute in the subjects as here under and is confidently recommended  
 as a good student

Shorthand : ( Eng. ) speed	Words P.M.	Telegraphy
Shorthand : ( B.Eng. ) Speed	Words P.M.	( Receiving ) - word a minute open circuit
Typewriting : ( Eng. ) Speed <u>40 (Forly)</u>	Words P.M.	( Receiving ) Word a minute closed circuit
Typewriting : ( B.Eng. ) Speed <u>30 (Study)</u>	Words P.M.	( Receiving ) Signaling word a minute
	Coaching	good.

..... Taain passing  
 Estate Railway standared principle.

Examined on- 8-4-2000

*Azizur*  
 14-4-2001  
 DIRECTOR  
 Azad Commercial institutes.