



ASMATH FAHIM

PROFILE

An enthusiastic and highly motivated with **Twenty years** of working experience in construction, Interior Fit-out, SME, Agriculture, Hospitality, Public Service industries including more than **Four years in Qatar with Valid Qatar Driving Licence.**

PERSONAL INFORMATION

- D.O.B. : 04th Jul. 1979
- Sex : Male
- Nationality : Sri Lankan
- Passport No. : N6805861
- Relationship : Married

CONTACT



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SKILLS

- Strong analytical and problem solving skills and ability to learn and adapt to new technologies.
- A good working knowledge of MS Office and the ability to learn specialist software
- Office Administration methods and Systems & Project cycle management
- Negotiation and team work.
- Strong Communication, Organizational & customer service, staff supervision skills

LANGUAGES

English	● ● ● ● ●
Tamil	● ● ● ● ●
Sinhala	● ● ● ● ●
Hindi / Urdu	● ○ ○ ○ ○

CARRIER OBJECTIVE

Have an extensive experience in the fields of organizational/project administration, secretarial, financial management, procurement, Logistics, facilities management, hospitality management, Store management, Marketing, Purchasing and document controlling with excellence abilities to work under minimal supervision. To build a long-term career in a dynamic organization that will allow the growth and application of my academic and professional skills whilst offering adequate opportunities for the organization based on my experience and dedication

EDUCATION

IIC University Of Technology, Malaysia.

BSc in Management

I Gates International Campus

Successfully Completed Advanced Diploma In Business Management

EMPLOYMENT HISTORY

- **Intelligent Design Works L.L.C – Qatar**
[Office Manager – Administration, Finance & Procurement]
November 2017 – November 2019
- **ICEI Italian International Non-Government Org. - Sri Lanka.**
[Procurement & Logistics Manager]
May 2014 – October 2017
- **Ecowave (Guarantee) Limited - Sri Lanka.**
[Operation Manager]
December 2012 – April 2014
- **Blue Star Qatar W.L.L - Qatar.**
[Site Administrator / Document Controller]
January 2011 – November 2012
- **Helvetas Swiss International Organization – Sri Lanka**
[Administrative & Finance Officer]
June 2015 – December 2010
- **Divisional Secretariat (Government Department) – Sri Lanka**
[Management Assistant]
August 1999 – May 2005

TRAINING / COURSES

- Diploma in Business Management – All India Institute of Management Studies, India
- Diploma in Human Resource Management - CENLEAD
- Diploma In Computer Hardware Engineering & Networking – Turnkey, Colombo
- Diploma In Computer Programme Operator – Vocational Training Authority of Sri Lanka
- Strategic Maintenance Management & Facilities management
- Training of Trainer and Training Methodology
- Conflict Sensitive Project Management
- Training on Managing Relief, Rehabilitation and Development Projects Effectively

WORK EXPERIENCES

Intelligent Design Works L.L.C – Qatar (ID Works - Interior Design & Build)

Designation : Office Manager Administration, Finance & Procurement

Duration : November 2017 – November 2019

Duties performed:

- **Administration & Finance:** Responsible for overall Administration of the organization, HR activities, preparing payroll through WPS system, Maintains office services by organizing office operations and procedures, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, assigning and monitoring clerical functions cost plans for various stages, preparation of tender documents & follow-ups, of tender etc. Supporting General Manager day to day office management and finance forecast, dealing with clients and suppliers on accounts receivable and payables, coordination with facility management teams on access passes work permits for projects, raising purchase orders and arranging payment of invoices, preparing statements payables and receivables, preparing documents for audit. Checking of contractor's progress claims and preparing payment certificates, checking contractor's variation claims, negotiation with contractors on variation claims, preparation of variation orders, final accounts, cost reports
- **Procurement:** Responsible for All Procurement of the Organization & Projects, directing purchasing agents and buyers throughout the process of evaluating suppliers, conducting interviews with vendors, negotiating supplier agreements and managing supplier and vendor contracts, follow up with procurement schedules against the project progress, logistics support for project implementation, vehicle & transport arrangements, supporting estimation manager / project managers on subcontractor finalization process, negotiation with suppliers on pricing, coordinate with freight forwarders and suppliers to ensure the product reaches on time to project site to avoid implementation delays

ICEI Italian International Non-Government Org. - Sri Lanka.

Designation : Procurement & Logistics Manager

Duration : May 2014 – October 2017

Duties performed:

- Responsible for Overall Procurement and Logistics management of the Construction of Spice Processing Plant, Bio Fertilizer Laboratory and Procurement of Machineries & Equipment's.
- Identifying and contracting suppliers, negotiating the best legal and commercial conditions and monitoring performance
- Checking and Preparing procurement documentation and on the proper use of all procurement procedures & Communication and administrative liaisons as per the organizational guidelines.
- Raising RFQ's against technical indication of the equipment and Machinery provided by the technical staff and selection process through bid matrix and issuing PO, preparing purchasing contract, follow up until installation, final test run report to release the final payment.
- Managing tenders and prepares tender documents for construction & Machineries, supervising the progress and assessment for recommending payment certifications, and dealing with

external suppliers and contractors. Monitor Contractors performance to ensure compliance with all contractual terms and conditions.

- Monitoring the progress of accomplishments against actual works performed to avoid further slippages and certification for payment against the approved payment schedule.
- Develop Logistics Planning and Implement Methodologies and tools for an effective execution of logistic plans for implementation.

Ecowave (Guarantee) Limited. - Sri Lanka.

Designation : Operation Manager

Duration : December 2012 – April 2014

Duties performed:

- Manage office operations including staff administration, logistics, procurement administration, communication and administrative liaison with local authorities and stakeholders, Routine correspondences, filings and document controlling, record keeping, Store Management
- Managing the Supply chain, human resources, marketing, information technology, and facility management, hospitality management of the tourism Outlets & Travel Info Points, Organization and supervision of logistics related to the different value chains and products of the outlets, in accord with the established procedures
- Managing stock levels and makes key decisions about stock control, Address customer queries courteously and ensure customer satisfaction, ensuring standards for quality, customer service and health and safety are met

Blue Star Qatar W.L.L. - Qatar.

Designation : Site Administrator / Document Controller

Duration : January 2011 – November 2012

Duties performed:

- Coordinate all activities related to the Document Control procedure. Processing, controlling and administrating incoming and outgoing documents (correspondences, contracts, submittals, transmittals, specifications, shop drawings, method statements, RFI, RFA's etc.) document archiving and document imaging
- Uploading and distributing documents to relevant parties in accordance with the document distribution matrix through workflow, Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable Maintaining and updating logs to ensure accurate status of the submissions and follow ups for pending issues.
- Updating all projects logs & Input document data into the standard registers ensuring that the information is accurate and up to date, Maintain updated records of all approved documents and drawings and their distribution clearly.
- Follow up and expedite priority items with relevant authorities & review documents for duplications received from different departments and follow-up request for missing documents
- Coordinate with consultants and main contractors to send and receive various reports, drawings, submittals and other outstanding issues.
- Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.
- Monitor and follow-up on controlled documents for review and approval from appropriate personnel. Maintain the files and control logs as required by the project.
- Control the distribution of information, documents, and new releases, and manage the destruction and retrieval of controlled documents.
- Manage office operations including staff administration, logistics, procurement administration, communication and administrative liaison with local authorities and stakeholders, Routine correspondences, filings and document controlling, record keeping, Store Management

Helvetas Swiss International Organization – Sri Lanka.

Designation : Administrative & Finance Officer

Duration : June 2005 – December 2010

Duties performed:

- Assist the Project Manager in overall administrative and financial management of the Projects. Manage office operations, staff administration, logistics, procurement administration, communication and administrative liaison. Routine correspondences, filings and document controlling, record keeping, Order and maintain offices supplies and equipment, Maintenance/service of equipment's and office premises, Monitoring of office vehicles and follow up routine maintenance. communication, training, legal documents, Administrative filing systems, contracts management for external collaborators, liaising with the public institutions and other agencies and bilateral organizations on the project interest of scaling up, networking, replicating the best practices of organization and the project, Service delivery. Facilitate and coordinate supporting staffs enabling an effective work in the Office
- Responsible for financial planning and monitoring, budgeting, and bank transactions and petty cash & replenishment, grant management, control cash flow and Responsible for overall project Procurement activities

Divisional Secretariat (Government Administrative Department) – Sri Lanka.

Designation : Management Assistant

Duration : August 1999 – May 2005

Duties performed:

- Responsible for preparing all the monthly expenditure and revenue reports for Provincial Council Departments and General Treasury. Managing Electronic cash book, vote ledger, bank reconciliation, advance ledger in Computerized Integrated Government Accounting System (CIGAS). Typesetting documents, correspondences, filing & controlling documents hardcopy and electronic

COMMUNICATION

Can communicate confidently with wide range of people either face to face or over telephone. Working overseas with a range of professionals from various countries and culture has further developed communication skills.

Team Work

All Projects that I have been involved with require working as part of team. I found I could do this effectively by listening to others carefully, discussing options and distributing tasks fairly.

COMPUTER SKILLS

- Fully computer literate and frequently use Microsoft Office program for calculations and data.
- Good Proficiency in MS office, Internet and E-mail Applications

SECTORAL EXPERIENCE

Public Administration, Secretarial, Accounting, Human Resource Management, Document Controlling, Hospitality management, Procurement Management, Logistics, Facilities Management, Store Management, Cooperation with local and government organizations, agriculture, FMCG, Waste Management, recycle and Conflict Sensitive Project Management & Tourism.