

CURRICULUM VITAE

- Name : Ram Bahadur Bashyal
- Nationality : Nepalese
- Date of Birth : 19/01/1982
- Marital Status : Married
- Religion : Christian
- Experience : Six (08) Years
- Languages : English, Arabic, Nepali & Hindi
- Passport No. : 08045639
- Date of Issue : 06/11/2014
- Date of Expiry : 05/11/2024
- Place of Issue : Kathmandu, Nepal
- E-mail : abhishekdipa@gmail.com
jesuschildabhishek@yahoo.com
- Mobile : +9779860692951
+9779818659642



OBJECTIVE:

- Seeking a position of Secretary, which offers growth and promotion to utilize my skills, abilities and experience & to ensure the company's success.

COMPUTER SKILLS:

- Operating System : Window, DOS
- Other Packages : Excellent working knowledge over MS-Word, MS-Excel, PowerPoint, Publisher, Photoshop, Blog Page Design, Email & Internet etc.

EDUCATIONAL QUALIFICATION

- Bachelor
- Computer Basic & Diploma etc.

EXPERIENCE



Worked as a Superintendent's **Secretary** in Saudi Aramco, in Northern Area Transportation Division, Rastanura, Saudi Arabia (09/11/2008-01/30/2014).

The main works to deal with were:-

- Monthly Timekeeping,
- Light Vehicles Check-in & Check-out,
- Users Waiting List Report,
- Monthly Phone Calls Bill,
- Creating Calendar & Updating,
- Users Record Keeping,
- Users Excess Time,
- Dispatching Vehicles,
- Delivering Waybills,
- Monthly BSC Report,

- Monthly Contractors Wasting Time,
- Monthly Inspection,
- Trip Sheet Making,
- Minor Maintenance Ticket Creating,
- Safety Talks,
- Weekly Highlights,
- Employee Vacation Form,
- Contractors Equipment Timekeeping,
- Housing Transient Requesting,
- Meal/Taxi Allowance,
- Excess Time Report,
- Contractors Traffic Violation,
- Contractors Equipment Accident Report,
- Material Requisition from B2B
- Users Violation Record Keeping,
- Aramco Vehicles Accident Record,
- Weekly Safety Meetings,
- Vehicles Parts Missing Report,
- Triangle Sticker (Plant Sticker).
- Vehicle Replacement.
- VMS for Visitors.



- Worked in Samsung Engineering at Shaybah, Saudi Arabia as a **Document Controller**. (11/05/2013-29/09/2014)

The main works to deal with were:-

- Maintain records of engineering documents and drawings in hard copies and electronic files and monitor the revisions and approval status thereof.
- To maintain the record of all controlled documentation – issue, status and location.
- Recording the data in the system,
- To maintain accurate record of the receipt and issue of transmittals.
- Maintain, record and control the engineering library of relevant procedures, codes & standards
- Logging the Isometric Drawings in the Log Sheet,
- Verifying the Isometric Drawings,
- Organizing the Isometric drawings,
- Scan and store the approved Isometric Drawings in the database so that the project team can access.
- Finding the difference between the isometric drawings in the server and manual file folder.
- Generating Tags for Binders & arranging Binders sequential.



- Worked in SEPCO II, Power China Company in Mechanical Engineering Team (MET) as a Document Controller at Jazan Power Block Plant JIGCC, Saudi Arabia (12/02/2016-12/05/2018).

The main works to deal with were:-

- Raising -Ready For Information (RFI) in Quality Management Information System (QMIS) of Saudi Aramco SAP System.
- Updating RFI in log sheet
- Exchanging Email
- Replying RFI
- Printing RFI

- Scrutiny LBE Log
- Recording the data in the system for:-
- Fit-Up:-**
- Butt Welding Inspection,
- Socket Weld Inspection,
- P91 Butt Welding Inspection,
- P91 Socket Weld Inspection,
- Valve Installation Inspection,
- Flange Joints/Bolt Torqueing Inspection,
- Orifice Flange Joints Inspection,
- Pneumatic Pressure Test Inspection,
- Review Test Preparation Package Inspection,
- Pre-Test Punch Listing Package Inspection,

Hydro Test Inspection:-

- Internal Cleaning/Flushing Inspection,
- Verification of Testing media for Hydrostatic Testing(Water Quality)
- Verification of Testing Equipment Including Safety Requirements
- Verification of Test Preparation,
- Filling and Pressurization
- Visual Inspection of Test Preparation
- De-Pressurization and Water Disposal
- Lay-Up Inspection,

HRSG:-

- Butt Welding, HRSG Inspection,
- Socket Weld, HRSG Inspection,
- Valve Installation, HRSG Inspection,

CERTIFICATION

- o Qualification Certificate
- o Computer Certificate
- o Saudi Aramco Experience Certificate
- o Saudi Aramco Appreciation Certificate
- o Document Controller Appreciation Certificate from Samsung Engineering
- o Document Controller Certificate from SEPCO II/Power China Company

PERSONNEL DETAILS

HOME ADDRESS

- o Pokhara-5, Nepal, Gandaki Zone, Kaski District, Western Region

CONTACT

- o Mob Nepal : 009779860692951
- o Mob Nepal : 009779818659642

DECLARATION

- o I hereby solemnly affirm that the above written particulars are true to my belief & knowledge.