

ANWAR KUNHIMON

SUPERVISOR

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Riyadh, Saudi Arabia

"Experienced and adaptable professional with over 20 years in Saudi Arabia, specializing in secretarial, document control, and supervisor roles. Skilled in managing correspondence, organizing documentation, and overseeing office operations. A strong team player, eager to apply my organizational, communication, and leadership skills to support project success and enhance operational efficiency."

Experience

2019 - Present

THOBAL TRADING AND CONTRACTING COMPANY - KSA PROJECT SUPERVISOR

PROJECT: Construction of Huawei Smart Factory, Al-Musafir Travels, TMCO Accommodations, Hausabah, Innovative Solutions, and Riyadh Front.

- Supervise and assign tasks to workers, ensuring productivity and adherence to safety standards.
- Inspect work to ensure it meets project specifications and quality standards.
- Procure and manage materials, ensuring timely delivery and efficient use throughout the project.
- Monitor expenses for labor and materials, keeping the project within budget.
- Create and manage project reports, labor hours, and material usage in Excel for accurate tracking and reporting.
- Maintain daily logs and provide regular updates on project status to Project Manager.



2018 - 2019

WORLEY PARSONS Riyadh - KSA Sr. DOCUMENT CONTROLLER / SECRETARY

PROJECT: POWER PLANT PP10 COMBINED CYCLE PROJECT CLIENT: SEC - SAUDI ELECTRICITY COMPANY

- Manage all client and contractor correspondence, including RFIs, technical documents, and commercial communications.
- Oversee document control procedures, maintain transmittals file, and update master logs for submissions.
- Prepare gate passes, monthly timesheets, reports, invoices, and coordinate with maintenance for site equipment.
- Track and update logs for document submissions, ensuring timely delivery and receipt.
- Verify documents meet company standards and regulatory requirements before distribution.



2012 - 2018

HORIZON CONTRACTING COMPANY Riyadh - KSA PROJECT COORDINATOR

PROJECT: AIR DEFENSE BN, MILITARY POLICE BN, CLIENT: SAUDI ARABIAN NATIONAL GUARD & US ARMY

- Manage all client and contractor correspondence and document control, including technical documents, drawings, and commercial communication.
- Maintain transmittal files and master logs for submissions; collect, distribute, and ensure the safekeeping of documents and drawings.
- Handle document approvals with consultants and distribute controlled copies to relevant departments.
- Perform administrative tasks, prepare weekly and monthly progress reports, attend meetings, and prepare minutes and cost breakdowns.



2009 - 2012

BULGU INSAAT VE TICART COMPANY Riyadh - KSA SECRETARY / DOCUMENT CONTROLLER

PROJECT: SPECIAL SECURITY BRIGADE (SSB) (WORTH SR. 300 MILLION - RIYADH)

CLIENT: SAUDI ARABIAN NATIONAL GUARD & US ARMY

- Manage all client and contractor correspondence, and oversee document control, including technical documents, drawings, and commercial communication.
- Maintain transmittal files, master logs, and ensure the safekeeping of documents in the Document Control office.
- Coordinate document approvals with consultants, distribute controlled copies to departments, and prepare weekly and monthly progress reports with the planning engineer.
- Print AutoCAD drawings as needed, arrange documents for QC engineers, attend meetings, prepare minutes, finalize cost breakdowns, resolve labor issues, and maintain petty cash.



2004 - 2009

AL FOUZAN TRADING AND GENERAL CONTRACTION COMPANY - KSA SECRETARY

PROJECT: (NGMS) NATIONAL GUARD MILITARY SCHOOL CAMPUS RIYADH (WORTH SR. 180 MILLION) (PSAR) PRINCE SAUD ABDUL AZIZ THIRD ARTILLERY BATTALION PROJECT RIYADH (WORTH SR. 98 MILLION) / : (THSA) AL-IMAM ISLAMIC UNIVERSITY TEACHING STAFF HOUSING PROJECT RIYADH (WORTH SR. 700 MILLION)

CLIENT: TECNICA Y PROYECTOS S A (TYPASA) SPANISH / SAUDI ARABIAN NATIONAL GUARD & US ARMY

- Manage all correspondence with clients and contractors.
- Oversee document control, including technical documents, drawings, and commercial correspondence.
- Maintain transmittal files and master logs for submissions.
- Prepare and submit transmittals for shop drawings and material submittals: handle samples and approvals.
- Attend meetings, prepare minutes, finalize cost breakdowns.
- Resolve labor issues, maintain petty cash, and handle fax communications.



Education

GRADUATED IN COMMERCE 1991 - 1994
CALICUT UNIVERSITY

POST GRADUATE DIPLOMA IN 1997
COMPUTER APPLICATION (PGDCA)

Language

Arabic
English
Hindi
Malayalam

Expertise

Good interpersonal skills
Reporting Staff appraisal and development
Excellent computer proficiency