

To,  
The Human Resources Manager  
CCI France, Bahrain  
Y.B.A. Kanoo Tower  
Building No: 155, Road: 1703  
Block: 317, Diplomatic Area  
Manama, Kingdom of Bahrain.

09<sup>th</sup> December 2020  
Hoora

Subject: Job Application for the post of Project Administration. (Engineering & Oil & Gas)

Respected Sir / Madam,

I, Tom John, BSC Graduate in Computer Science, I am writing to explore the possibility of employment within your organization I am submitting my resume for the above mentioned post if my application suits for your requirement.. I had already gained Professional experience in Project Co Ordination, Project Administration Seeking in career enhancement opportunity. I had worked for various Infrastructure Projects& Oil & Gas (Power Plant Project in Al Dur IWPP Controlled by Hyundai Heavy Industries in Bahrain on 2010 – 2011and Oil & Gas Shut down Project as Site Administrator for Dukhan Oil Fields, Qatar for Qatar Petroleum represented by Energy Technical Services) as Site Administrator Experience Certificate enclosed on Page No: 6 / 6. I had worked in Cebarco Bahrain in Tendering Division (Tender Documentation) & Project in Marassi Al Bahrain. (Vida Mall, Hotel & Service Apartments - JV Project)). Enclosed herewith my updated Resume for your review, I am willing to offer my best service for the aforementioned post which highlights my skills & accomplishments that I believe this set of capabilities with a strong sense of responsibility & willingness to improve, can be a great value to your company. I shall endeavor my very best in performing my duties to the utmost satisfaction of all my superiors and rest of the organization.

Thanks for your time and consideration.

Regards,

Tom John Ambrose



Kingdom of Bahrain  
Mob: +973 39119820

## CURRICULUM VITAE / السيرة الذاتية

TOM JOHN AMBROSE

Mob: +973 39119820

E-mail:tomjohntvm@gmail.com

Residential Address in Bahrain

Flat: 31: Entrance: 2795

Road: 1853, Hoorah,

Kingdom Of Bahrain



### Job Application: For the Post of Executive Secretary (Tender & Projects)


#### CAREER OBJECTIVE

Establish myself in a global organization which offers a high degree of challenges and Opportunities. Contribute at the optimum level to help the organization to achieve its objective through highest level of service with utmost dedication and sincerity where strong administrative, communications, and planning abilities will be used to improve performance, productivity and profitability of the Enterprise. Where my skills are turned to the finest frequent & in this outcome become an invaluable asset.

#### SKILLS & ABILITIES

- A Highly motivated, aspiring, good team player & possess good communication skills with a problem solving attitude.
- Ability to work under pressure, goal oriented.
- Ability to quickly understand & learn new concepts.
- Hard working to complete the tasks assigned to me.
- Highly motivated, innovative thinker & a self-starter.
- Firm determination to yield desired output to satisfy higher authority.
- Highly boldness, Fast learner, Optimist & self-motivated.
- Willingness to work hard, involved and interested in new work experiences, working with people to achieve optimum results and can easily accept to different working environment, responsible and committed highly motivated.
- Ability to make significant contributions towards the success of the organization.

#### ACADEMIC CREDENTIALS

| SN | COURSE                        | AFFILIATED TO        | GRADE       | YEAR      | CERTIFICATE   |
|----|-------------------------------|----------------------|-------------|-----------|---|
| 1. | Bachelors of Computer Science | University Of Kerala | First Class | 2002→2005 |  |

## GULF EXPERIENCE (UAE,BAHRAIN & QATAR)

| SN | Company  | Designation   | Country | Duration                                 |
|----|--|---------------|---------|--|
| 1. | Flexi Visa from LMRA (Expired)                     |               | Bahrain | 28-10-2019 to 28-10-2020                 |
| 2. | Cebarco Marassi Vida Project(Site Office)          | Documentation | Bahrain | 16 – Feb -19 to 16 <sup>th</sup> Sept 19 |
| 3. | Cebarco (Tendering Dept)                           | Documentation | Bahrain | 28 – Aug -15 to 14 – Feb -19             |
| 4. | Energy Technical Services<br>(Oil & Gas shut Down) | Site Admin    | Qatar   | 12-11-12 to 16-12-12                     |
| 5. | Said Salman Establishment                          | Office Admin  | Bahrain | 2 Years                                  |
| 6. | Al Shaer Electro Mechanical Services               | Office Admin  | Dubai   | 3 Years                                  |

## CEBARCO EXPERIENCE

| Sn  | Project Name  | Client                      | Consultant                                    |
|-----|---|-----------------------------|---|
| 1.  | Design and Construction of Vehicular & Pedestrian Bridges between Island 13 & 14 of Amas – Contract No.SP/18/13 | Ministry of Housing         | DAR SSH International Engineering Consultants |
| 2.  | Dilmunia Health Island – Addl Works Phase – 3 Infrastructure Works  | Ithmaar Development Company | Mott Macdonald                                |
| 3.  | Deep Gravity Sewer Works  | Diyar Al Muharraq           | DG Jones                                      |
| 5.  | The District Seef Office Tower  | Noor Enterprises Holdings   | Baker Wilkins & Smith                         |
| 6.  | Dilmunia Health Island – Water Transmission Pipeline  | Ithmaar Development Company | Mott Mad Donald                               |
| 8.  | Umm Al Nassan Green House Farm  | Elite Agro L.L.C.           | Pearls Brown                                  |
| 9.  | West Riffa Commercial Development   | KAR Properties              | The Modern Architect                          |
| 10. | Al Shael Hotel & Resort – Bahrain Main Works Package – 2  |                             | Haj   |

## PASSPORT

|                |                                    |
|----------------|------------------------------------|
| Passport No    | Z 5951825                          |
| Place of Issue | Trivandrum                         |
| Date of Issue  | 23-Oct-2020                        |
| Date of Expiry | 22-Oct-2020                        |
| Visa Status    | Lmra Visa (Expired on 28-Oct-2020) |

## LANGUAGE SKILLS

| LANGUAGES | READ | WRITE | SPEAK |
|-----------|------|-------|-------|
| ENGLISH   | ✔    | ✔     | ✔     |
| HINDI     | ✔    | ✘     | ✔     |
| TAMIL     | ✘    | ✔     | ✔     |
| MALAYALAM | ✔    | ✔     | ✔     |

**PERSONAL DOSSIER:**

GENDER : MALE  
MARITAL STATUS : MARRIED  
DATE OF BIRTH : 07<sup>TH</sup> JANUARY 1982  
RELIGION & CASTE : CHRISTIAN.  
NATIONALITY : INDIAN

**ENCLOSURES:-**

**Sn**

**Copy of Documents**

- 1. Bachelors of Computer Science from University of Kerala.
- 2. Energy Technical Services. Site Administrator for Oil & Gas Shut Down Project – Qatar.
- 3. Entry Card for Dhukan Oil Fields

**DECLARATION:-**

I, **Tom John Ambrose**

The undersigned, certify that to do the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience, I hereby claim and undertake that the above information's furnished by me are true to my conscience and belief. I am confident that I will do justice to the job interested to me with a great sense of professionalism. Should I be given a chance I am sure to be a valuable asset to your esteemed organization. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if employ.

Thanking you in anticipation.

Tom John Ambrose

**ENERGY TECHNICAL SERVICES**  
ENTRY PERMIT - DUKHAN INDUSTRIAL CONSTRUCTION

Name : TOM JOHN AMBROSE  
Nationality : INDIAN  
Position : ADMINISTRATOR  
Passport No : J4380571

Valid From: 15/11/2012 TO: 13/12/2012

J200218

**ENERGY TECHNICAL SERVICES**  
Authorized Area

PRODUCTION FACILITIES  
DOMB & DUKHAN TOWNSHIP

4690/108

If found, please return it to the Dukhan Division, Tel: 44716565.44716294

KINGDOM OF BAHRAIN  
IDENTITY CARD  
820169064  
INDIAN  
TOM JOHN AMBROSE

1011112D0845  
TOM JOHN AMBROSE  
H2S/BA (QP APPROVED)

14 NOVEMBER 2012  
13 NOVEMBER 2013  
ENERGY TECHNICAL SERVICES  
P.M.A SHARIEF

07/01/1982  
Males / ذكور  
IND070119820001690648  
8201076M2009225IND  
AMBROSE<<TOM<JOHN

PERSONAL DATA VERIFICATION  
820169064  
TOM JOHN AMBROSE

11/06/2009  
14/04/2012  
INDIAN  
B5962491  
07/01/1982  
WORK SUPERVISOR  
S. SALMAN KADHIM SALMAN ESTABLISHMENT

Register No.: S6 6380/May 2005

S4 50593/June 2005  
S2 40607/July 2005



കർമ്മനി ജ്ഞാപനം മന്ദ്രാ  
കേരള സർവകലാശാല

FACULTY OF APPLIED SCIENCES

The Senate of the University of Kerala hereby makes known that *Tom John Ambrose* has been admitted to the Degree of Bachelor of Science, he having been certified by duly appointed Examiners to be qualified to receive the same and having been by them placed in the *First Class* in Branch *Computer Science* at the Examination held in the year *July 2005*.

Given under the seal of the University

087638

University Buildings

Thiruvananthapuram August 02, 2006

  
Vice Chancellor

## ENERGY TECHNICAL SERVICES

Tel. : +974 - 44428492, 44416426, 44416429  
Fax : +974 - 44427409  
P.O. Box: 4718 - Doha - Qatar  
C.R. No. : 29796  
E-mail : energytechnicalservices@gmail.com  
Web : www.etsqa.com



## الطاقة للخدمات الفنية

هاتف : +٩٧٤ - ٤٤٤١٦٤٢٩ , ٤٤٤١٦٤٢٦ , ٤٤٤٢٨٤٩٢  
فاكس : +٩٧٤ - ٤٤٤٢٧٤٠٩  
ص.ب : ٤٧١٨ - الدوحة - قطر  
س.ت : ٢٩٧٩٦  
بريد إلكتروني : energytechnicalservices@gmail.com  
موقع على الإنترنت : www.etsqa.com

ETS/ADM/EC/12/104

Date: December 16, 2012

### CERTIFICATE OF EXPERIENCE

We are glad to certify that *Mr. Tom John Ambrose* worked with us as a "Site Administrator" from 13.11.2012 to 16.12.2012 in our shutdown projects with Qatar Petroleum in Dukhan field.

During this period he was sincere in performing his duties and performed all his responsibilities in utmost diligent manner.

We wish him good luck for his future endeavors.

## ENERGY TECHNICAL SERVICES

GENERAL MANAGER.



ISO 9001-2008 CERTIFIED COMPANY