**SAMEEM**

[**SAMEEM.107688@2freemail.com**](mailto:SAMEEM.107688@2freemail.com)

**To be a successful Manager in Office management where I can utilize my potential and capabilities to achieve the organizational objectives and seize the opportunities for professional development in Various Sectors. Having a good knowledge in Administration, System Support and other activities involved in any large scale corporates.**

**KEY SKILLS:**

Office Management, Business Operations, Staff Training and Development, Team Management, Project Management, Coordination, Managing Workflows, Resource Allocations, Data Compilation, Data Digitalization, Document & Data Management, Quality Control & Quality Management, Administrative support and IT System Support. Proficient with Various Computer Softwares, Strong Communications, interpersonal & teamwork skills.

**Professional Profile:**

1. **Worked as Team Lead in Collabera, Bangalore from October 2016 to March 2017.**

* Managing a Team of 30 Data Analysts for a US Company Digitalization Project.
* Supervise day to day operations for the current projects.
* Understanding and Completing Service Level Agreements.
* Create an inspiring team environment with an open communication culture.
* Set clear team goals, Delegate daily tasks and targets. Oversee day-to-day operation and compilation of Reports.
* Monitor team performance & Report. Motivate and inspire team members.
* Discover training needs and provide coaching for each Team Member. Provide guidance to the team based on management direction.
* Ensure deliverables are prepared to satisfy the project requirements, cost and schedule time.
* Escalate issues which cannot be resolved by the team to higher hierarchy.

1. Worked as **Assistant Manager in Emaar - Dubai UAE. From May 2011 to Feb 2016 (4.10 Years)**

* Receive transaction data on daily basis and re-organized it for analysis as per the SOP (standard operating procedure).
* Contact Tenants/Agents and Data Entry Operators to remove any discrepancy in the received data.
* Process the data with the help of the predefined formulae.
* Analyze the results and record the fluctuations in the computed values as compared to the standard values
* Email the analysis results generated in MS Excel with personal comments to higher authority for further processing.
* Update the standard formulae and templates by monitoring the periodic modifications as directed by the management.
* Responsible for effective & efficient document management & ensuring Department records & documents are properly stored and easily accessible from system.
* Supervision of All Scanning stations in different assets for Document Management System and lead a team of Document Controllers and Filing Clerks.
* I have completed backlog projects of various assets by supervising the backlog scanning team from eDocuMAN Dubai.
* In addition to Document Control, I got exposure in a variety of other functions of the business like Office Management, Business Administration, Corporate Communication, Audits & Quality Management System.

1. Worked as **Senior Office Executive (Document Control) in AL RAJHI Construction. Sharjah, UAE. From March 2008 to April 2011 (3 Years)** (Contract Completed)

* Responsible for managing all hard and soft copy files and logging them using Capture Professional and distributing them through FileNet.
* Good level of information for distribution and accuracy is maintained during the process of document distribution.
* Maintaining confidentiality, effective security and archiving of all electronic and hard copy documentation.
* Supervising a team of 2 Document Controllers & 2 assistants. In-charge of providing training of FileNet software to the New Joiners of the company with coordination of IT Department.

1. Worked as **Office Executive** in Al Futtaim Carillion LLC Dubai UAE. From June 2005 to Feb 2008 **(2½ Years)** (Project / Contract Completed).

* Reporting to Project Director. Receiving, checking, accurately recording Data into Primavera Expedition (DMS) and forward to Project Director after reviewing distribute data to the concerns.
* Supervising a team of 4 document controllers & assistants.
* Coordinating in Submission of all shop drawings, RFI’s, Method Statements, Sub Contractor submittals and updates in logs register.

1. Worked as **Project Secretary** in KENTZ Qatar. June 2003 to May 2005 (**2 Years**).
2. Worked for Hi-Tech Manpower Supply as **Office Coordinator (3 Years).**

H. M. LEISURE. Bangalore. June 2000 to May 2002.

MK Electric. Bangalore. May 2002 to May 2003.

7) Worked for Al Hugayet Manpower Trading Al Jubail Saudi Arabia. (**4 Years**).

**Secretary / Data Entry** Technician in Petrokemya. Nov 1995 to May 1998.

**Planning Clerk** in IBN-ZAHR September 1998 to April 2000.

**PERSONAL DETAILS:**

Education : B.Com / Diploma in Computer Science

Light Vehicle Driving License : UAE and India.

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