|  |  |  |
| --- | --- | --- |
| **BASHIR**  [**BASHIR.149222@2freemail.com**](mailto:BASHIR.149222@2freemail.com) |  | **C:\Users\naushad\Documents\5. PHOTO - bashir.jpg** |

**R E S U M E**

**Objective**

Seeking a position of **EXECUTIVE SECRETARY / HR ADMINISTRATOR**

**Qualifications**

* Bachelor of Arts, University of Kerala, India – 1984
* Diploma in Computer Programming
* Diploma in Stenography

**Languages known**

* English, Hindi, Urdu, Malayalam

**Skills**

* Win-word, Excel, Power point, Visio, Paintbrush, Publisher etc.
* Self-communication / Letter drafting
* Shorthand and Transcribing
* Efficient and effective filing method
* Review & distribute incoming/outgoing mails to the concerned Department/staff
* Very good knowledge in HR Activities
* **From Jan. 2010 – Feb. 2016 (6+ years)**

**M/s. Unicorp International**, Jeddah, a well-established Civil Contracting Co. (Affiliate of Arabian Bemco Contracting and Almabani Contracting).

Worked with:

* Managing Director
* Finance Director

**Responsibilities - EXECUTIVE SECRETARY / HR ADMINISTRATOR**

* Receiving dictation & transcribing into correspondences
* Drafting internal memos, circulars, emails etc..
* Reviewing and redirecting the company mails to the concerned
* Attending and filtering telephone calls
* Maintaining effective filing system
* Updating Company Profile periodically
* Preparing Company Presentation
* Preparing/updating Company Organization Chart
* Travel arrangements for management
* Arranging appointments
* Supply of stationery items and printed materials
* Implemented an efficient remuneration criterion to attract competent personnel and keep them loyal to the company
* Preparing job description in coordination with concerned department head
* Placing advertisement / screening of resume as per job description
* Conducting interview of the applicants together-with concerned dept.
* Preparing offer letters
* Coordinating with Accounts Dept. for timely payment to issue labor card, health Insurance and Iqama
* Coordinating with Personnel department to maintain the Saudization program
* Tracking of approved budget allocated for HR/ADMIN activities

**Cost cutting methods suggested/implemented:**

* Suggestions submitted to the Managing Director:
* Eliminate unnecessary levels of manpower hierarchy
* Minimize unjustifiable differences in remunerations among trades
* Monitoring ticket issuance for employees/staff
* Negotiating with logistics providers to get minimum price
* **Oct. 1991 – Dec. 2009 (18 years)**

**M/s. Arabian Bemco Contracting Co,** Jeddah, well established Industrial, Power and Electro-Mechanical contracting company.

**Worked with:**

|  |  |
| --- | --- |
| * **CEO - 4 years** * VP Finance - 2 years | * VP Operations - 5 years * Director of HR – 7 years |

**Responsibilities – HR ADMINISTRATOR / EXECUTIVE SECRETARY – Reporting to HR Director (1991 – 1998)**

**HR Activities**

* Preparing job descriptions in coordination with the concerned dept
* Placing advertisement to invite resume
* Screening and shortlisting of resume as per job description
* Conducting interview of applicants together with concerned dept
* Preparing offer letters
* Arranging safety induction for newly hired employees (by Safety Manager)
* Maintaining data bank of job applicants
* Maintaining personnel files
* Effectively dealing with site employees
* Initiating periodical evaluation of employees
* Initiating necessary salary adjustment for the deserving employees, with the approval of Administration Manager
* Issuing termination letter for under-performed employees as per the instruction of concerned department head
* ESB calculation in accordance with labor law
* Implementing cost effective travel arrangements
* Safekeeping of employees’ Passports and Iqamas
* Processing employees vacation as per the contract

**Secretarial**

* Receiving dictation & transcribing into correspondences
* Reviewing and redirecting the company mails to the concerned
* Attending telephone calls
* Maintaining effective filing system
* Preparing Company Presentation
* Preparing/updating Company Organization Chart
* Travel arrangements
* Arranging appointments
* Supply of stationery items and printed materials

**Responsibilities - EXECUTIVE SECRETARY (1999 – 2009) – Reporting to CEO, VPs**

* Receiving dictation & transcribing into correspondences
* Drafting internal memos, circulars, emails and other correspondences
* Reviewing and redirecting the company mails to the concerned
* Attending and screening telephone calls
* Maintaining effective filing system
* Preparing Company Presentation
* Preparing/updating Company Organization Chart
* Travel arrangements
* Arranging appointments
* Arrange logistic support for visitors
* Supply of stationery items and printed materials

**Follow up on behalf of CEO**

* Ensure that all sites are adheres to company rules and regulations and labor laws
* Working timing in accordance with the projects requirements
* Implementation of policies & procedures

**1988 – 1991** – worked with M/s. CAAIR Travels Pvt. Ltd. – NEW DELHI

* Worked with M/s. Rajul Batra Associates - NEW DELHI

**Few major projects ongoing/executed by Bemco/Unicorp, and value & approx. manpower**

|  |  |
| --- | --- |
| * Power Plant # 7 Riyadh – 300 MSR | * Qurayyah Power Plant - 4.5 BSR |
| * Power Plant # 8 Riyadh – 800 MSR | * Rafa Power Plant, Rafha – 450 MSR |
| * Power Plant # 9 Riyadh – 3.8 BSR | * Substations in Jeddah – 100 MSR |
| * Power Plant # 10 Riyadh – 11 BSR * Power Plant # 12 Riyadh – 6 BSR | * Makkah & Madinah Haram - 200 MSR   (electro-mechanical works) |
| * Saudi National Guard Housing, Qaseem – 1.3 BSR | * Aweer Power Plant – Dubai – 1.2 BSR * Marib Power Plant – Yemen – 600 MSR |

|  |  |
| --- | --- |
|  |  |

**Expecting Salary : Negotiable**