

**PROFILE**

* Project Administration
* Excellent knowledge of MS Office, Outlook and Internet skills
* An Extrovert by nature, and goal oriented.

**CAREER HIGHLIGHTS**

* Administration
* Timekeeping
* Transport Co-ordination
* Equipment Time Sheet
* Supervision
* 5 years of experience in handling Oil and Gas & Construction Projects.

**PERSONAL ATTRIBUTES**

* Fluency in English language and ability to self-correspond independently, can work under pressure.
* Ability to take the initiative in learning about new methods and adding value to company.
* Efficient and Effective team player.
* Maintain positive attitude in the face of changes in work assignments.
* Team coordination and group skills.
* Strong interpersonal and communication skills and the ability to work effectively with a wide range of cultural backgrounds.
* Skills in directing multi-department multi-cultural technical and administrative staff.
* Knowledge of current trends and developments in information technology
* Communicates effectively in English both verbally and in writing.
* Outgoing personality, team player, trustworthy and results oriented.
* Able to work under pressure, manages to work long hours and Still stay focused

**CURRICULUM VITAE**

**QASIM**

**Qasim.365172@2freemail.com**

**CAREER OBJECTIVE**

Looking for a challenging job in an esteemed organization having a global vision helping to grow personally and professionally and thus to contribute to the development of the organization.

**Certifications:**

First Aid Training and CPR with AED

**PROFESSIONAL EXPERIENCES**

**Al Jaber Energy Services LLC, Abu Dhabi** **Oct 2011 - Till Date**

* **Designation : Administrator**

**Project Names:**

|  |  |  |
| --- | --- | --- |
|  | Construction Of Shah New Accommodation | **Client: AL HOSN** |
|  | Ruwais Sulphur Handling Terminal -2 | **Client : GASCO** |
|  | RRE SK E&C Civil & Mechanical Project | **Client : TAKREER** |
|  | **Habib Rafiq PVT LTD, Pakistan** | **Jan 2011- Sep 2011** |
|  | **Designation : Admin Assistant** |  |
|  | **Project Name:** |  |
|  | Costal Power Pvt. Ltd | **Client : WAPDA** |

**JOB & RESPONSIBILITIES**

* Performs a variety of duties in handling and organizing
* Transportation and activities for the staff.

 Using excellent customer service skills, establishes and maintain effective working relationships with other employees, officials and al members of the general public.

* Responsible for informing to the Transportation Company or organization about the working status of vehicles and machinery tools.
* Responsible for looking after the availability of vehicles and concern over repairing process of vehicles.
* Supervise, plan and coordinate logistics activities including allocation and prioritization of work.
* Ensuring gate passes for man power and vehicles prepared
* Provide complete support to the management.
* To provide administrative support to the HR department.
* To maintain departmental filing systems to ensure in stand access of documents.
* Assisting site admin Manager in office management
* Time sheet data entry for site and office employees.
* Highly motivated, responsible, hardworking and goal achiever.
* Ability to perform job functions with attention to detail, Speed and accuracy

**CORE COMPETENCIES**

* MS Office Applications and
* Web Researching
* Office Management & Supervision
* Knowledge of Basic Standard Administrative Tools
* Records and File Management
* Workflow Organization and efficiency

**PERSONAL DETAILS**

* Civil Status : Single
* Visa Status : Residency Visa

**REFERENCE**

* To be furnished upon request
* Maintaining the attendance register and other documents related to employees
* Preparing the daily reports and updating the management by providing daily reports
* Employees’ joining form / update in employees’ personnel file / system
* Follow up with Projects / Support office for employees’ passport renewal.
* Entering employee leave data and updating EPRO.
* Entire transfer of Driver and Operators with from various projects.
* Collection / Distribution of Mails.
* Help out each person who approaches the desk with a query.
* Provide a weekly remainder report of all returnees from all leave of absences one.
* Working as a liaison officer between the management and the staff.
* Look after the inventory of the office supplies like paper, pens, ink etc.
* Follow up all documents like (leave application, resignation, termination and general request to general manager for approval and after approval follow up with support office.
* Convey the policies and interest of the organization to the public through various forms.



**EQUIPMENT TIME SHEET**

* To be submit the Equipment time sheet on monthly basis.
* Prepare the time sheet & send it to main office.

**VEHICLE MAINTENANCE / ACCIDENTS / REPAIRS / SERVICE**

* Check and verify the complaints and prepare the Equipment transfer ticket Send the transfer ticket to main dept.
* Collecting the police report from the user and prepare the accident report for Insurance department and make a transfer ticket along with the photographs to be sent to main office.
* Vehicles need to be regularly washed at least once a week, collect the key & prepare the service request and send the vehicle to main office.

**SUPERVISING OF DRIVER**

* Coordinating with drivers, Arranging them for various travelling schedule, arranging driver for external mails from AUH on daily basis, arranging transportation for Office staff, Airport pick/drop, car maintenance, food collection/distribution, daily collection & distribution of mail documents from main office for various dept. etc.

**EDUCATIONAL BACKGROUND**

* Bachelor of Commerce – University of Punjab Lahore (2010)
* Pre-Degree – Askaria College Rawalpindi (2008)
* Secondary School Certificate (SSC) from Fauji Foundation College New Lalazar Rawalpindi (2005)

I hereby declare that the all above details are true and correct to the best of my knowledge.

Qasim Ishtiaq