***ASHIQ***

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**Job Target**

To develop my career with an organization where I will be a valuable team member, contributing my best and innovative ideas which will give individual as well as organization growth.

**Core of Competence**

1. ***Master in Network Administration*** *(****MNA****)*
2. ***Bachelor Degree in Computer Science*** *(****Bsc-CS****)*
3. Strong academic background; Post graduation in **Master of Business Administration**
4. 4 years more experience in Admin and office secretary -related work experience
5. Young, highly-enthusiastic; willing to share and learn
6. Using a variety of software packages, such as Microsoft Word, PowerPoint, Excel, Access, and ***Microsoft Dynamic NAV Classic etc.***

**Work Experience**

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| **Dec 2015– Till Now** | **AIC STEEL KSA** | **Sr. Sales Co-Coordinator** | **JEDDAH KSA** |
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**Job Profile:**

**Major Responsibilities:-**

* Supports the global Commercial sales Team and Contractual Team
* Assists the sales team, focusing mostly on managing schedules and the distribution of any sales documentation.
* Work closely with the Sales team and General Manager to assess the progress of the department and develop Sales strategy accordingly.
* Receive all the Commercial Project Sales Inquiry and Primary review and handover to concerned Sales Engineers
* Manage all Inquiry details with Maximum information
* Distribute Awarded project document s and Signed Contracts
* Prepare reports, and all Senior secretarial works for Commercial General Manager
* Coordinate with Estimation and manage final Proposals
* Reviewing sales Performance and Maintaining accurate records

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| **March 2014– Dec-2015** | **AIC STEEL KSA** | **Admin Supervisor** | **JEDDAH KSA** |
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**Job Profile:**

**Major Responsibilities:-**

* Tracking Budget Expenses, Staffing, Quality Management, Managing Processes, Organization, Coaching, Communication Processes, Disciplining Employees, Motivating Others, Reporting Skills
* Maintains administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.
* Manage schedules and deadlines
* Monitor costs and expenses to assist in budget preparation
* Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints
* Working under direct HR & General Admin Managers and follows their Instructions.
* Taking care of all new arrivals of employees, distribution to concerned   
  department and deployment of labors on site.
* Control the all Documents of HR and Admin/Personnel Department
* Create a new file for incoming new employee from different countries.
* Typing necessary letters, documents, warning letters, employment certificate, reports, and outgoing memo related to the HR & Admin department.
* Arrangement of local manpower from manpower suppliers as per requested and   
   checking, negotiating and finalizing quotation.
* Keeping of records of Staffs and workers Iqama, passports and medical insurance.
* Co-ordination with company GRO`s for renewal of employees work permit (Iqamas).
* Arranging Air Tickets, Hotel Booking & Travel Arrangements, and Travel Insurance for  Company executives & Employees
* Dealing with overseas recruitment agency for the recruitment process of candidates with reasonable terms and conditions as applicable. Also familiar with current recruitment environment.
* Report/Handling Site Manpower and workers Attendance System
* Handling all the site General service
* Handling all the site Petty cash and PR invoices
* Coordinate Head Office and site all related to Administration issues
* Site Mobilization and De mobilization

•Manpower •Equipment’s •Tools and store •fixed assets •site accommodation

* Directly solve the peoples issue
* Devising and maintaining office systems
* Prepare ID for workers from Client to Access site
* Preparing all kinds of communication and Corresponding letters to Client, Internal memos, Announcements etc.
* Prepare the weekly Reports
* Man Power Availability Reports
* Accommodations status Report
* Vehicle/bus Inspection Report and status
* Tools and Equipment report and status
* Work Progress report based on manpower
* Receive and Submit Business letters
* Monitoring Incoming and Outgoing Documents
* Updating all Client compliance file.
* Submit Payment invoices to client along with work progress report
* Arrange Accommodation for Workers (check inn, Checkout, weekly Report)
* Prepare the Material Gate pass to send Material out from site
* Receive Heavy Equipment and arrange inspection
* Arrange all types of Gate pass for vehicles, Heavy Equipment’s (Cranes, Forklift)
* Head of timekeeping team and site HR/Pay role
* Receive Resignation of employees and process them
* Help people and handle problem any time required in camp as well as site
* Ensures that efficient and effective administrative systems are being developed and implemented
* Generates documents (letters, meeting minutes, reports, etc.) as directed, in addition to handling and maintaining all confidential information
* Filing all the important documents and updating them when necessary
* Performs other duties as required

**Projects Include:**

I was working in mentioned below projects as an **Admin officer**

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| **S#** | **Project Name** | **Client** | **Location** |
| 1 | SADARA PO | SADARA | JUBAIL |
| 2 | Air Craft Maintenance Hangar KAI Airport | TAV | JEDDA |
| 3 | Fast Riyadh Metro Project | FAST | RIYADH |

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| **Aug 2011 – March-2014** | **Al Rusaifah National Trading –STOP4** | **Administration Office** | **MAKKAH, K.S.A.** |
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**Job Profile:**

* Providing all kind of Admin support in the organization.
* Providing all kind of technical support related to Office administration.
* Co Ordinate with various departmental people to smooth running the organization
* Analyze the total progress of the sales and reported to the management
* Installing operating systems and software in the desktop
* Devising and maintaining office systems
* Documentation, Sales bill, Purchase Order and Stock Details preparation
* Control the manpower and to assist the recruitment
* Handling Staff Attendance System
* Barcode creation and editing price details and coasting method
* Suggesting and assisting management to making discounts and special offers.
* Using a variety of software packages, such as Microsoft Word, PowerPoint, Excel, Access, and ***Microsoft Dynamic NAV Classic etc.***
* Photocopying, mail and printing various documents
* Attending meetings, taking minutes and keeping notes
* Ordering and maintaining stationery and equipment
* Organizing and storing paperwork, documents and computer-based information
* Training and supervising junior staff and delegating work as required
* Testing software and hardware compatibility
* Prepare letters, mails, MEMOs etc., Based on the request of the Purchasing Manager and Finance Department whenever requested
* Checking freights; receive daily shipping documents to all daily incoming shipments from suppliers

**Academic Background**

* ***Post-Graduation.***

***Master of Business Administration (MBA)***

Bharathiar University, Coimbatore, India ● 2014-2016

* ***Graduation***

***Bachelor’s Degree in Computer Science (BSC (cs))***

Bharathiar University, Coimbatore, India ● 2007-2011

* ***Higher Secondary Education***

Farook English Medium Higher secondary School ● 2005-2007

* ***Primary Education***

Al Manar Higher Secondary School ● Kerala, India ● -2005

**Certificates**

* ***Master in Network Administration*** *(MNA)*
* **Microsoft Certified Professional (MCP)**
* **MS Office**

**Information Technology Skill**

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| ♦NETWORKING  ♦PACKAGES    **♦**LANGUAGES  ♦DATABASE    ♦OPERATING SYSTEM | **NETWORKING ESSENTIALS (N+)**  **MICROSOFT CERTIFIED PROFESSIONAL (MCP) basic**  **CISCO CERTIFIED NETWORK ASSOCIATE (CCNA) basic**  **VOIP (BASIC)**  **WIRELESS NETWORKING (BASIC)**  **COMPUTER HARDWARE**  **Windows Server Active Directory basic**  **MS OFFICE**    **Basic C, C++, Oracle.**  **MS ACSESS, BASIC SQL**  **Server OS: Windows 2008,RedHat (Linux)**    **Clint OS**: **Windows 2000/Win XP/Win7** |

**Other Skills:**

Installation and maintenance of Time *Attendance System*

Installation and maintenance of Access *Control System*

*Knowledge in* ***Microsoft Dynamic NAV Classic***

**Personal Details:**

**• INDIAN NATIONAL ● MALE ● BORN 22ND APRIL 1989 ● SINGLE**

**• Valid Saudi Driving License**

**Languages Known**

**To Speak : English, Malayalam, Hindi Tamil and Arabic.**

**To Read : English, Malayalam, Hindi and Arabic**

**To write : English, Malayalam, and Arabic**

**Personal Strengths**

**♦**Quick Learning and assuming new job responsibilities

♦Accurate and reliable work least supervision with official documentations.

♦Adaptability in a contacts, initiative and devotion to work

♦Analytical mind

♦Excellent interpersonal communication skill

♦Positive attitude

♦Excellent Communication Skills

**Declaration:**

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