**Awais**

Awais.368371@2freemail.com

**ACADEMIC QUALIFICATION**

**Description Year Institution**

Matric 2002 BISE Lahore

DAE 2006 PBTE Lahore

Having more than 4 years’ experience in U.A.E

Having more than 2 years’ experience in Pakistan

**SUMMARY**

**Admin Supervisor / Admin Coordinator /Transport Coordinator**

**Field** Administration

**Working Experience** 06 Years

**Major Sectors** Oil & Gas, fertilizer, Petroleum, Polymer, Power

**Major Countries** Pakistan, UAE.

**Jobs Executed** On shore, Off shore

**Worked For** Al Hosan, Gasco, Takreer, ZADCO

**Current Location** Descon Engineering MBZ Office UAE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RESPONSIBILITIES**

* Coordinate leave and ticketing in processing leave applications by updating leave records in Human Resource Information System.
* Preparing leave encashment and air ticket encashment upon the request of the employees.
* Using a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, Access, etc., to produce correspondence and documents and maintain presentations, records, spreadsheets and databases;
* Devising and maintaining office systems;
* Booking rooms and conference facilities;
* Using content management systems to maintain and update websites and internal databases;
* Attending meetings, taking minutes and keeping notes;
* Liaising with staff in other departments and with external contacts;
* Ordering and maintaining stationery and equipment;
* Sorting and distributing incoming post and organizing and sending outgoing post;
* Liaising with colleagues and external contacts to book travel and accommodation;
* Organizing and storing paperwork, documents and computer-based information;
* Follow up the cancellation of visa in case of termination or resignation of the employees.
* To prepare end service benefits of the employees in case of resignation or termination from services.
* To manage the transport and vehicles of the company
* Ensure to dispatch all company drivers.
* Review and arrange all transportation paperwork inclusive of driver logs, DVIR’s, trip reports and invoices.
* Record entire mileages for sub as well as rental equipment for Aim and Conway.
* To arrange medicals of the existing manpower for renewal of their visas.
* Ensure the timely renewal of the manpower security passes before their expiry.
* Resource and manpower mobilization for their placement at concerned sites.
* Handling the distribution of stationary items within the company offices.
* To arrange the interviews of management and non-management staff.
* Updating Manpower Strength Control System on receiving the visa.
* Record keeping by preparing files and necessary document completion for visa processing.
* Ensure all incoming and outgoing project documentation and correspondences through the document control system. Receives and registers Client provided document for detail in-house generated document.
* To advise manpower about various trainings being offered by DESCON Training Institute.
* Arranging orientation sessions for the personnel before their mobilization.
* Coordinated and arranged trainings of the Safety Assistants.
* Maintaining attendance and overtime records of personnel
* Arrangements for ZADCO offshore formalities ZADCO medical ZADCO offshore trainings ZADCO Optima & ZADCO MFC.

**EXPERIENCE DETAIL’S**

* **Working as Training Induction/Manpower coordinator at Petrofac Project 1358 Since July-2015 to till date**
* **Working as a Project / Admin Coordinator at GASCO Ruwais Shutdown Ruwais Abu Dhabi U.A.E from Descon Engineering Since Sep. 2014 to Feb-2015**
* **Worked as a Project / Admin Assistant at Project Shah Gas Development Project 1&2 for Al Hosn Gas U.A.E from Descon Engineering Since Jan 2013 To Sep. 2014**
* **Working as a Admin Clerk Ahsan Cotton Company PVT Lahore Pakistan Since July.2010 to Feb. 2011**

**PROFESSIONAL COURSES, WORKSHOPS, SAMINARS & ACHIEVMENTS**

* HSE Induction From Saipem Engineering Company Abu Dhabi UAE
* HSE Induction From GascoRuwais Plant Ruwais Abu Dhabi UAE
* Fire Warden Training Saipem Engineering Company Abu Dhabi UAE
* Work at Height
* Confined Space
* H2S & BA (GASCO Module Compliance )
* ADCO Permit To Work JP Certification ADCO Approved JP

**COMPUTER SKILLS**

* Microsoft Office (MsWord,MsExcel,Ms Power Point)
* English & Urdu Typing 60 to 70 words per minute.
* GDMS (Descon’s in-house project control system)
* Process (Descon’s in-house system for material acquisition retrieval & transactions)
* In-page
* Corel Draw
* Adobe Photoshop
* SAP Data Entry Operator

**PERSONAL INFORMATION**

Marital status : Single

D.O.B : 18-02-1986