**CURRICULUM VITAE**



**FARHAN**

**E-mail: -** [farhan.375754@2freemail.com](mailto:farhan.375754@2freemail.com)

**Career Objectives:-**

I aim to be versatile enough to cope with the ever-changing work environment and hence be able to analyze and act logically and efficiently. I want to prove my utility for the company in every state of the business.

**Key Skills**

* Active listening, giving full attention to what other people are saying. Taking time to understand the points being made.
* Ability to build strong working relationships, internal and external to the organization.
* Service Orientation: Actively looking for ways to help people
* Ability to handle work pressure and willingness to learn.
* I am self-motivated and a good team player.

**BACHELORS OF COMMERCE, 2001 - 2004:-**

* Xaviers International University, Goa. (Attested by UAE Embassy)

**Driving License: -**

* India (Valid), Saudi Arabia (Valid) & UAE (Valid).

**Computer Proficiency: -**

* **Microsoft Office:**
* (MS Word, MS Excel, MS PowerPoint, MS Outlook).
* **Oracle Primavera P6 (Cadd Center New Delhi – Sep. 2017)**
* Planning, Scheduling, Monitoring, and Controlling.

**Certificate: -**

* 45 hours of PDU (Professional Development Units) for PMP.

**Professional Experience: - 12 Years**

1. Worked as an **Admin Coordinator** in **Ashi & Bushnag Co. L.T.D** in **Yanbu K.S.A** from May 2015 to July 2017.

**Duties & Responsibility: -**

* Provide confidential secretarial and administrative support for the Project Manager & Construction Manager or executives, to include managing the schedule/calendar, making & screening and handling telephone communications, greeting and directing visitors and dealing with administrative problems and inquiries and appropriate.
* Serves as a primary point of direct administrative contact and liaison with other offices, external institutions, and agencies on a range of specified issues; organized and facilitates meetings, conference, and other special events, as required.
* Gathers, enter and/or updates date to maintain departmental records and database as appropriate; establishes and maintains files and records for the office.
* Ensuring all documents are as up to date as possible as the electronic filing system and accurately distributed to the relevant department.
* Presentation and filing of documents and drawings.
* Responsible for maintaining hard copy information.
* Maintaining good business relationship with departmental heads & employees.
* Monitor employee's performance.
* Handle the task of preparing weekly and monthly reports.
* Performs miscellaneous job-related duties as assigned.

1. Worked as an **HR Manager** in **Systems & Paradigms Consulting** in **New Delhi India** from July 2010 to April 2015. Joined as an Admin Assistant, in 2012 promoted to an HR Manager.

**Duties & Responsibility: -**

* Recruiting staff: - To prepare job advertisement, CV shortlisting online & offline, interview and selection.
* To detect and handle complaints & grievances of all the staff.
* Plan & execute suitable training program to keep the employees motivated.
* Updating and maintaining the database of the candidates.
* Planning & delivering inductions for new staff.
* Negotiate with candidates to close the vacancy within budgeted salary.
* Maintaining good business relationship with departmental heads & employees.
* Monitor employee’s performance.
* Handle full-cycle recruiting activities including sourcing, screening, interviewing, develop and negotiate compensation package, closing candidates.
* Identify key skills, specialty skills and propose training needs accordingly.
* Look after the probationary evaluation of employees.
* Maintain smooth running of Human Resources Information System.

1. Worked as a **Project Secretary** in **Gulf General Investment Co.** in **Dubai** from 11th November 2008 to 09th March 2010.

**Duties & Responsibility: -**

* Provide confidential secretarial and administrative support for the Engineering Department Head, to include managing the schedule/calendar, making & screening and handling telephone communications, greeting and directing visitors and dealing with administrative problems and inquiries and appropriate.
* Serves as a primary point of direct administrative contact and liaison with other offices, external institutions, and agencies on a range of specified issues; organized and facilitates meetings, conference, and other special events, as required.
* Gathers, enter and/or updates date to maintain departmental records and database as appropriate; establishes and maintains files and records for the office.
* Ensuring all documents are as up to date as possible as the electronic filing system and accurately distributed to the relevant department.
* Presentation and filing of documents and drawings.
* Responsible for maintaining hard copy information.
* Maintaining good business relationship with departmental heads & employees.
* Monitor employee's performance.
* Ensure that all internally prepared drawings are logged in to the document control system and that all issues are properly logged with appropriate transmittal.
* Handle the task of preparing weekly and monthly reports.

1. Worked as a **Secretary** in **Al-Yasrah Est**. in **Riyadh*, K.S.A***, at its project at ***Prince Sultan Cardiac Centre (Defense Ministry and Aviation of Saudi Arabia)*** from March 2005 to June 2008.

**Duties & Responsibility: -**

* General administration work.
* Take Dictations & Drafting of Letters.
* Handle calls and faxes.
* Presentation and filing of documents and drawings.
* Responsible for maintaining hard copy information.
* Responsible for all confidential files.
* Arrange meetings.
* Maintain the general filing system and file all correspondence.
* Maintain an adequate inventory of office supplies.
* Preparing Monthly and weekly report.

**Hobbies: -**

* Interacting with people, Reading Motivational Books & Internet Surfing.

**Personal Details: -**

**Date of Birth :** 1st February 1981

**Nationality :** Indian

**Language Known** **:** English, Hindi& Urdu

**Marital Status :** Single

**Visa Status** : Visit

**Date of Issue :** 09/08/2009

**Date of Expiry :** 08/08/2019

**Place of issue :** Dubai U.A.E

**Visa Status :** Visit

**Visa Expire Date :** 15/01/2018

**Farhan**