Anfaz

Project Coordinator/HR/Admin/Accounts/Operations

Email : [anfaz-396658@2freemail.com](mailto:anfaz-396658@2freemail.com)

## Career Objective

Seeking a career with a company, where I can apply my understanding, skills and knowledge to assist in the growth of the company and my personal development.

## Strengths

* Excellent Leadership and team management.
* Dedicated, self-motivated, Committed and Result oriented.
* Excellent interpersonal skills and Flexibility to take any type of responsibilities.
* Ability to work effectively in a team environment while meeting deadlines for assigned projects.
* Open to constant learning and development of skills set.
* Excellent communications skills in written and verbal.
* Decision making, critical thinking, organizing and planning.
* Flexible to different situations.
* Abilities to take up multitasks and stress management skills.

**Professional Experience**

# Sub-contracting company in Ajman, UAE

*[Project Coordinator from July 2018 – Present]*

* Collecting Way-leaves from Etisalat
* Distributing work to the concerned site supervisors
* Tracking the completion of work on daily basis and entering in SAP
* Coordinating with the site supervisors for measurements and other required details.
* Assuring to complete the assigned project within the deadlines (ECDs).
* Preparing As-builts, Site Diary, Invoice Documents.
* Submitting the Diary to the Etisalat Supervisors for Project Approval.
* Arranging for Etisalat site checking.
* Submitting the Approved Diary to the Higher Etisalat Authorities.
* Uploading all the approved projects in Etisalat system (Livelink).
* Submitting the Invoice to the Partner Management (Etisalat).

# Kadi General Land Transport LLC, Dubai, UAE

*[Accountant, Admin, HR & Operations Supervisor for 2015 - 2018]*

## Key Responsibilities

*As HR/Admin Supervisor*

* Maintaining Employee master file.
* Handling Employees Medical insurance.
* Preparing final settlements of resigned employees.
* Managing Leaves of employees.
* Tracking the Contract renewals of all the employees.
* Leading and managing the team on daily basis.
* Maintained of employee MIS and salary database.
* Salary calculation and WPS transfer.

*As Accounts Supervisor*

* Responsible for all the banking activities on daily basis.
* Preparation of Accounting Invoices.
* Preparation of profit and loss accounts.
* Coordination and following up with the customer for balance receivables.
* Salary Transfer to the employees.
* Payment collection and preparing receipts.
* Managing payments to the suppliers via Cash/Cheque.

*As Operations Supervisor*

* Managing overall operations of auto garage (i.e. Mechanical, Denting, Painting etc.).
* Opening & closing of the job cards.
* Complete supervision of every vehicle throughout the job process until the customer satisfaction.
* Taking quotations from the suppliers and submitting to the customers for approval.
* Ordering spare parts as well as other necessities as required by each customer.
* Dealt with American, Japanese, Korean, German, Indian & Chinese Vehicle spare parts.
* Assuring the deadlines for the work is met and the vehicles are delivered to the customer on the agreed schedule.

## Academic Qualifications

* Bachelor of Business Management (BBM) - 2014
* Pre University (10+2) - 2011

## Computer Proficiency

* MS Office
* SAP (Basics)

## Personal Information

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| --- | --- |
| Date of Birth | 14th October 1993 |
| Nationality | India |
| Religion | Islam |
| Address | Dubai, UAE |
| Marital Status | Single |
| Languages Proficiency UAE Driving License(LMV)  Employment Status | English, Hindi, Kannada, Tulu, Urdu Valid until 10 November 2026 (Manual)  Serving notice period till 10 February 2020 and available immediately |

I hereby declare that, all the above information is true to the best of my knowledge. If given an opportunity, I assure you that I will sincerely work hard to meet your expectations

Yours Sincerely,

## Anfaz