**NADIR**

**+971504753686**

**Nadir-399249@2freemail.com**

**CARREER OBJECTIVE**

Administrative Clerk looking for a challenging position as administrative assistant / clerk (cum document controller) at a growth oriented firm, which will allow me to further unitize my skills and acquire new abilities.

**CORE COMPETENCIES**

* Professional Attitude and Appearance
* Detailed and Organized
* Team work

**PROFESSIONAL EXPERIENCE**

**Administrative Clerk - April 2005 to May 2020 (15 years)**

**Qatar**

Responsible for providing clerical and administrative support for various company sections/units. Also involved in performing any other work-related duties as foreman as assigned by a engineer or Head of Section.

**Job Responsibilities:**

* **Performs administrative and office support activities for multiple supervisors. Duties may** include fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, and filing.
* **Responsibilities include controlling the incoming and outgoing documentation process and** maintaining files and project reports.
* **Performs basic clerical tasks. Operates standard office equipment.**
* **Provide administrative assistance on specific tasks to Secretary which concludes letter writing,** typing (English & Arabic) making reports and creating forms.
* Prepare hardcopy of the staff leave form with the requesting staff signature. Forward to the Secretary for the HOS signature. Scan the signed version and forward to the Secretary and Engineer in-charge for his copy Log and forward to HR the signed copy.
* Scan received daily activity report sheet making sure that the Engineer signed. Receiving handwritten hardcopy of daily activity and encoding it to excel sheet for the following units. Email the soft copy to all Engineers on a weekly basis.
* Gather all monthly reports for each Unit on the first week of the month. Encode to excel sheet those, which are not in soft copy. Make a summary of the monthly report. Let the Engineers sign and forward to the Secretary for HOS signature. Scan the signed copy and upload it in the portal. Notify the KPI team that the monthly report was already uploaded.
* **Assisting employees who performs tender/contract work to prepare the documents.**
* **Assisting the Head of Divisions & Engineers with secretarial services to make** their officialcorrespondence. Send email Invitation for attending meeting to all staff.
* **Co**-ordinate and distribute papers and documents as appropriate.
* **Prepare correspondence and documents as instructed according to department established** procedures.
* **Use agreed correspondence systems as required to track progress of outstanding actions/sign** off and follow up.
* **Update EAMS** (IBM system) with information provided by Section Head/Unit Leader asrequired for relevant sign off.
* **Ensure both paper** and electronic filing systems are developed and maintained to the standardrequired.
* **Answer phone calls and respond to queries related to Workshops generic activities or divert** calls to relevant staff.
* **Receive, check, record and file all technical do**cuments as per established policy andprocedures and keep under safe custody.
* Record payment certificates and Contracts soft copies and follow-up with Secretary of Section. Scan and upload it to the Workshop Portal.
* Maintaining a library of O&M Manuals in Workshop for Engineers and foreman to locate pumps, generators, engines details of diagram and their spare parts list to arrange to order spare parts to overhaul pump, engine or generators. Saving transmittals receiving from Monitoring unit in Workshop O&M Library.
* **Input document data into required registers ensuring that the information is accurate and up to** date.

Preparing transmittal sheets for Inspection Requests, Material & drawing submittals and Filing etc as job assigned by Engineer.

* **Retrieve and record clearly on document register to whom they have been issued, date and** distribute as appropriate.
* **Provide document control reports as requested, review progress and po**int out errors and/ordelays or issues to relevant staff.
* **Liaise with subject matter experts on technical subjects related to tendering/procurement to** prepare controlled documents.
* Keeping stocks of office stationary supplies, paper, forms etc.
* Manage and maintain like personal computer, photocopiers, scanners and printers.
* Ensure adherence to Health and Safety Policy and Procedures and comply with any new work instructions.

**ADDITIONAL ACTIVITIES:**



* Assisting foreman / Supervisor to respond to and coordinate emergency maintenance activities.
* Work with other experts in DO&M to ensure strict implementation of company policies, operating procedures, standards and regulations.
* **Prepare** petty cash Form for foreman/supervisor and let the Engineer and the Store Engineersign. Forward to the Secretary for the HOS signature. Scan the signed copy. Coordinate the replenishment of the petty cash to Petty Cash Coordinator in HR. Give the reimbursed money to the Staff who requested the petty cash.
* Coordination with the HR unit for arranging employees Overtime requests. Prepare the form and counter check if the Staff requesting has hardship allowance. Let the Engineer in-charge sign and forward to the Secretary. Scan the signed copy for record and forward it to HR. Keep a log of the Overtime.
* Preparing and distributing On-call Duty schedule and rainy season schedule with the help of Foreman/Supervisor for Workshops Emergency staff to attend any emergency after duty hours and during Rainy season, obtaining signatures from Head of Units and Head of Section and keeping records in the file.
* Assisting the storekeeper for data entering of utility store inventory in the Workshop system during his leave.
* Perform other duties as assigned for following tasks:
	+ To enter data of Pumps details and their locations in the Core Asset Database.
	+ Also entering store stocktaking inventory data in Store Management system.

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* Coordinate with General Services staff for any assisting require from them to provide civil, A/C and maintenance services.
* Supervise the cleanliness in the Workshop Office.

**Ministry of Municipal Affairs and Agriculture**

**Administrative Assistant July 2003 - March 2005 (1 year 9 months)**

**Qatar**

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* **Performs basic clerical tasks. Operates standard office equipment.**

**EDUCATION**

* Pak Shama School & College, Doha, Qatar S.S.C., Arts Group **·** (2000)
	+ Pak Shama School & College, Doha, Qatar

H.S.S.C., Arts Group · (2001)

**CERTIFICATIONS AND SKILLS**

* Diploma in Electrical Technician, Pakistan Institute of Technical Skills, Pakistan
* Certification in Computer Science (Computer Technician), PICS, Pakistan
* Certification in Computer Science (Information Technology), PICS, Pakistan
* MS Office 2000 (Word, Excel, Outlook) **–** NCSA (2003)
* MS-DOS & MS WINDOWS certification **–** Computer Land Qatar
* Swift First Step (Computer Training Certificate) by NIIT Qatar
* Maximo (EAMS) IBM Training
* FCTS Competition
* Working Safely Certification **–** IOSH (Enertech Qatar)

**PERSONAL DETAILS**

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| --- | --- | --- |
| Date of Birth | : | 26/03/1979 |
| Nationality | : | Pakistani |
| Language Know | : | English, Urdu, Punjabi and bit of Arabic |
| Marital Status | : | Single |
| Hobbies | : | Football, Cricket. |

**DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge.

**NADIR**