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| **MOHSIN**  **PA to Group Director andExecutive Business Development**  A person wearing a suit and tie smiling at the camera  Description generated with very high confidence |  | **Personal Asst. / Executive Secretary / Admin / Business Development / Document Controller**  Multifaceted, enthusiastic and determined individual with professional experience of more than 20 years, seeking a position and willing to share my knowledge and to utilize my skills for the growth of an organization. Possesses the highest degree of integrity, supported by a flawless record of maintaining confidentiality. Adaptable to changing situations and flexible about working hours.  **Core Competencies**   * ***Business Development*** * ***Secretarial & Office Management*** * ***Excellent Communication and Interpersonal Skills*** * ***Team Player*** * ***IT Related Skills*** * ***Administrative Support*** * ***Document Control*** * ***Online Project Management Software(Aconex, Conject & COINS)*** * Self-motivated, eagerand goal-driven professional in the field of business development, secretarial, office administration management, document controlling and IT related aspects in the UAE and in Pakistan. * Result-oriented and dynamic person with excellent knowledge in MS Office, MS Windows applications, software installation and Troubleshooting. * Have good communications skills, focused and efficient. * Professional, hardworking, team player and willing to undergo training and can work under pressure with minimal supervision of superiors.   **Career Snapshot**  **Dec 2017 to Oct 2020:**  **PA to Group Director Strategy and ExecutiveBusiness Development**(Oct 2019 toOct 2020) in Abu Dhabi, UAE.  **PA to Vice President and ExecutiveBusiness Development**(Dec 2017 to Oct 2019) in Al Fara’a General Contracting, Abu Dhabi, UAE.  **Jan 2013 to Oct 2017:**  **Business Development Assistant** in **BIC Contracting** (formerly known as HLG Contracting / Al Habtoor Leighton), Dubai, UAE.  **Jul 2006 to Dec 2012:**  **Sr. Document Controller** in **BIC Contracting** (formerly known as HLG Contracting / Al Habtoor Leighton), Dubai, UAE.  **Jun 2003 to Jun 2006:**  **Export Coordinator** in **Nascent International Importers and Exporters**, Karachi, Pakistan.  **Mar 2003 to Jun 2003:**  **Computer Operator** on contract base in **Pakistan Agriculture Research Council**, Karachi, Pakistan.  **Jul 2001 to Feb 2003:**  **Software and Hardware** (trouble shooting and maintaining) in **Nascent Institute of Information Technology**, Karachi, Pakistan.  **Jun 1999 to Feb 2001:**  **Sales Assistant** in **PINCO Medicine Distributors**, Sahiwal, Pakistan. |
| **Personal Information** |
| **Phone:** 0504753686  [**Mosin-399509@2freemail.com**](mailto:Mosin-399509@2freemail.com)  **Date of Birth:** 27 November 1982Bottom of Form |
| **Education** |
| Higher Secondary School / Intermediate – 2020  High School / Matric – 1998 |
| **Skills** |
| Communication and Interpersonal  *Excellent*  Microsoft Office Applications  *Excellent*  EDMS: Aconex & Conject  *Good*  Computer Troubleshooting  *Good* |
| **Languages** |
| English  *Fluent*  Urdu& Hindi  *Fluent*  Arabic  *Basic* |

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|  | **Career Graph** | | | | | | | | |  | |
| **Personal Assistantand Executive Business Development** | | | | | | | **Abu Dhabi, UAE (Dec 2017 to Oct 2020)** | | | | |
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| ***Designation****: PAto Group Director Strategy &Exec. Business Development (Al Fara’a Group) – Oct 19 to Oct 20*  *PA to Vice President&Executive Business Development (Al Fara’a Gen. Cont.) – Mar18 to Oct 19*  *Executive Business Development (Al Fara’a Gen. Cont.)– Dec 17 to Mar 18*  ***Department****: Group Directory Office, VP Office, Business Development, Tender and General Management*  **Personal Assistant:**   * Report to Group Director Strategy for Al Fara’a Group and Vice President for Al Fara’a Gen. Cont. * Act as backup for PA to the Deputy General Manager and Technical Director in their absence. * Act as a first point of contact between the employees and all external personnel. * Screening emails / phone calls and directing / distribute as required. * Handle requests and queries appropriately. * Manage diary and organise meetings and appointments, assessing the priority and reallocation as necessary and ensure that Director / VP is well prepared for the meeting. * Prepare agendas, pre-meeting briefings and meeting papers. * Process correspondence, ensuring that incoming / outgoing correspondence is dealt with by the Director/VP or on behalf of the Director/VP or other manager/s as appropriate. * Produce reports and presentations. * Maintain Director’s / VP’s office systems, including data management, contacts and filing (Soft / Hard). * Assist Director / VP in researching and following up with action on matters which fall within the responsibility – chasing responses, triggering follow-up action. * Implement and maintain procedures/administrative systems. * Upload / download documents from ACONEX. * Follow up with heads of Al Fara’a Group subsidiaries for submission and collection of payment certificates. * Follow up with the heads of Al Fara’a Group subsidiaries for the monthly payments from the Client. * Coordinate with heads of Al Fara’a Group subsidiaries for the smooth operation as and when required. * Coordinate with various department (i.e. Purchase/Procurement / Commercial / Operations / Audit / Accounts) to speed up the process as and when required. * Coordinate with HR, Admin & Payroll department for Visas, Salary, Settlement issues. * Meet with Subcontractors / Suppliers for various issues and providing brief information to the GD for action. * Identify priorities, emergencies and important issues in connection with the day-to-day business needs. * Coordinate with group companies for day to day activities. * Travel and hotel arrangements as and when required. * Monitor hygiene of the full office area. * Purchase office supplies.   **Executive Business Development:**   * Assist in developing and implementation of business development strategy for a defined territory. * Market research analysis through various sources. * Database management for projects, Clients, Consultants and Contractors. * Sourcing of new opportunities by various methods (i.e. MEED, Ventures on site etc.) and updateleads register. * Prepare assessment forms for the new opportunities for management approval. * Prepare monthly summaries for the meetings. * Prepare correspondence, i.e. letters, expressions of interest (EOI), pre-qualifications (PQ), confidentiality agreements and contribution in tender submission. * Management of company registrations on the various portals. * Prepare presentations, reports and capability statements. * Follow up on EOI / PQ status with Clients / Consultants. * Support for internal and external meeting agenda. * Coordinate with bid teams to ensure on time submission of client deliverables. * Maintain records in soft and hard copy and updating all the files as per company’s procedure. | | | | | | | | | | | |
| **Business Development Assistantand Sr. Document Controller** | | | | | | | | | **Dubai, UAE (Jul 2006 to Oct 2017)** | | |
| **BIC Contracting (Formerly known as HLG Contracting / Al Habtoor Leighton LLC)** | | | | | | | | | | | **Construction Company** |
| ***Departments****: Pre-Contracts, Business Development Section as Business Development Asst. | Jan 13 to Jul 17*  *Major Projects & Engineering Services Group, as Business Development Asst. | Feb 12 to Dec 12*  *New Markets Business Development Unit, Sr. DC cum BDA | Jan 11 to Jan 12*  ***Projects****: Expo Village Parcel 10 & 11 as Document Control Admin | AED 619 mil | Aug 17 to Oct 17*  *The Galleries, Downtown Jebel Ali, Dubai as Sr. DC | AED 630 mil | Jul 06 to Dec 10*  **Business Development:**   * Reporting to General Manager Business Development. * Act as backup for PA to the Executive General Manager and COO in their absence. * Manage diary and organise meetings and appointments, assessing the priority and reallocation as necessary and ensure that GM is well prepared for the meeting. * Assist in developing and implementation of business development strategy for a defined territory. * Market research analysis through various sources. * Database management for projects, Clients, Consultants and Contractors. * Sourcing new opportunities by various methods (i.e. MEED, Ventures on site etc.) and updateleads register. * Prepare assessment forms for the new opportunities for management approval. * Prepare monthly summaries for the meetings. * Prepare and distribute opportunity pursuit summary (OPS) reports in coordination with the bid teams. * Prepare tender analysis reports for senior management. * Prepare weekly and monthly tender success reports for senior management. * Prepare correspondence, i.e. letters, expressions of interest (EOI), pre-qualifications (PQ), confidentiality agreements and contribution in tender submission. * Management of company registrations on various portals. * Prepare presentations, reports and capability statements. * Prepare / update tender preparation program / estimating resource allocation program. * Follow up on EOI / PQ status with Clients / Consultants. * Support for internal and external meeting agenda. * Assist in obtaining Client satisfaction survey reports from ongoing and completed projects. * Assist business development team and other managers as and when required. * Coordinate with bid teams to ensure on time submission of client deliverables. * Liaise with BD, Tender & Operation team in preparation of New Work Forecast Summary for Finance Dept. * Ensure that the latest update of the new, ongoing and completed project information is UpToDate on Intranet. * Prepare project data sheets for awarded projects. * Assist business development and other managers as and when required. * Upload projects and clients to **COINS** (Construction Industry Solutions) web base software. * Travel and hotel arrangements for the business development team as and when required. * Maintain records in soft and hard copy and updating all the files as per company’s procedure.   **Document Controller:**   * Process site documentation through online document control system **Conject** (by Aconex). * Ensure that latest drawings are distributed and updated in Director’s / Manager’s office. * Document transmittal and technical submittal preparation to send to Client / Consultant for approval * Prepare and record of confirmation of verbal instructions (CVI) from Client and Consultants. * Request for Information (RFI) preparation. * Material submittal and Method of statement submittal preparation. * Inspection Request (IR), receiving and distribution. * Corrective action report (CAR), receiving and distribution. * Non-conformance report (NCR)receiving and distribution. * Distribute documents upon receiving from consultants and client with updated status. * Handled inquiries from construction team, subcontractor, consultant and client. * Scanning of all documentsand hyperlink with the document register for easy access. * Update records and provide weekly reports to the Project Director / Manager and Engineering Manager. * Handle IT troubleshooting (i.e. installation, printing problems, network problems, etc.). * Maintain records in soft and hard copy and updating all the files as per company’s procedure. | | | | | | | | | | | |
| **Export Coordinator** | | **Karachi, Pakistan (Jun 2003 to Jun 2006)** | | | | | | | | | |
| **Nascent International Importers and Exporters** | | | | **Import and Export Industry** | | | | | | | |
| * Worked as a coordinator within a fast-paced ocean and air export and import team. * Order Processing: Receive documents and initiate logging process, confirm if the data received is in compliance with all custom requirements, process all documents in accordance with requirements, coordinate cargo availability and arrange pickup and delivery, and finalize billing and distribute documents as required. * Shipment Status reporting: Review daily monitoring reports, ensure all measurements standards are met, and proactively report non-conformances. * Maintenance: Ensured all tables complete and current, assist in accounting issues, perform RFI/RFQ as required, and ensure all communications are prompt and content are accurate. * Preparation of export declarations and related bills of lading in ocean exports. * Coordinate with the outbound movement of international freight shipments. * Establishment of rates and services with third party carriers. * Handled the process of letters of credit (LC). | | | | | | | | | | | |
| **Computer Operator** | | **Karachi, Pakistan (Mar 2003 to Jun 2003)** | | | | | | | | | |
| **Pakistan Agriculture Research Council** | | | | **Government Institution** | | | | | | | |
| * Data Entry. * Prepare presentation for SARC conference. * Prepare various reports in Microsoft Excel. * Report writing in Microsoft Word. * Handling of Computer troubleshooting. | | | | | | | | | | | |
|  | **Training / Certifications** | | | | | | | | |  | |
| **Certificate** | | | **Date** | | | **Issuing Organisation** | | | | | |
| * Aconex Getting Started Training | | | Jul 2018 | | | Aconex | | | | | |
| * Introduction to Principles of Internal Audits Part 1 | | | Aug 2016 | | | HLG Construction Education and Training Academy | | | | | |
| * Introduction to Root Cause Analysis Part 2 | | | Aug 2016 | | | HLG Construction Education and Training Academy | | | | | |
| * Advance Level Microsoft Excel 2013 | | | Oct 2015 | | | Etech Global Solution | | | | | |
| * Intermediate Level Microsoft Excel | | | Sep 2015 | | | Etech Global Solution | | | | | |
| * ISO 9001 : 2008 Awareness | | | Aug 2014 | | | HLG Construction Education and Training Academy | | | | | |
| * Computer Hardware & Networking | | | Jun 2001 | | | Nascent Institute of Information Technology | | | | | |
| * Windows, MS Office, FrontPage & HTML Graphics (Adobe Photoshop, In Page, FreeHand & Corel Draw) | | | Apr 2001 | | | Nascent Institute of Information Technology | | | | | |
| * Microsoft Office & In Page | | | Nov 2000 | | | Prism Computers Institute of Computer Sciences | | | | | |
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| Supporting documents and references will be provided upon request. | | | | | | | | | | | |