

**Rashid**

**Email:** [**Rashid.390391@2freemail.com**](mailto:Rashid.390391@2freemail.com)

Nationality : Indian

Religion : Muslim

Marital Status : Married

Visa Status : On Visit | March 19 – June 15 2019. (Ready to join)

Driving License : U.A.E ManualD/L-3, Qatar D/L.

**Executive Summary:**

An accomplished **professional** **coordinator** (targeting managerial level) with 10+ years experience spearheading comprehensive Coordinator functions. In possession of a wide range of knowledge and talents experience in all type of coordinator job, recruitment procedure, employee training initiatives, staff coaching, employee morale-boosting practices and staff development that will allow me to contribute toward the success of an organization.

**Expertise:** All dept coordination | Coordinator | Talent – identification | Recognize Potential Talents | Negotiation | Social Media Knowledge | Change Management | Immigration and PRO Tasks |

**Competency:** Employee Engagement | Interpersonal Skills | Deadline-Oriented | Stress management | Employee Training & Development | Trustworthy & Ethical | Motivated team Player |

**Working Experience**

**2015 Nov - Nov 2018 In Dubai**

Position ***Resource Coordinator / Manpower Allocator & Transport Coordinator along with Vehicles, Tools & Equipment’s maintenance/services.***

**Job Responsibilities**

* A weekly update/work plan to Operations Manager on Manpower, Vehicle, Equipment’s, Usage with a detail report in cost cutting manner.
* Assigning the appropriate resources to enable the installation to take place (Allocation technically based by category field staff).
* Ensures all field staffs has the appropriate job packs, Tools and equipment for each installation/work.
* Daily/Weekly scheduling of all manpower, vehicles & equipment resources.
* Ensures all staffs are onsite for the scheduled times set out in the daily resource planner.
* Ensures all vehicles are allocated as per the projects needs and all drivers are all aware of their responsibilities
* Ensures all company vehicles are clean tidy good working order and the maintenance data base is up to date.
* Project managers are informed of any changes to allocation schedules.
* Planning of monthly tools and equipment inspections document the process and submit inspection checklist to operation officer for further action.
* Planning of all equipment maintenance, calibration schedules and all vehicle maintenance/services/registration. (that includes outsourced rental vehicles too)
* Planning of all staff accommodation schedule and do inspection and ensure clean tidy and all safety measures are following.
* Working along with HR and conduct induction for new joiners.
* Processing of monthly OT timesheets and submission to finance before salary process time. (5th of every month)
* Working along with Logistics/Warehouse dept in regards of delivery & collection from supplier to site/warehouse.
* Ensures all staff are fully equipped with minimum site Personal Protective Equipment (PPE) and adhere to company uniform policy.
* Facilitate the distribution of all internal memorandums, employee documentation and manage staff leave plans/vacation based on site priority.
* Conducts site inspections to cover Tardiness, PPE availability, Vehicle Inspections, and Equipment's inspection.
* Highlights and make recommendations to Operations Manager for internal training.
* Highlights to operations manager of all staff behavior towards work timing, willingness for OT work and recommends staff with outstanding job attitude and staff training.

**Oct 2011 - Oct 2015** **Star Metropolis Clinical Laboratory & Health Services LLC (Division of Rak Hospital – Arabian Health Care Group LLC) -** *Govt of Rak*

Position ***Sales Coordinator & PRO***

**Job Responsibilities**

Worked as **Sales Coordinator** & **PRO** – Reporting to **Operation Manager** & **HR**

* Planning Daily, Weekly & Monthly deliveries and allocations of supplies to GCC countries like Ice Gel Packs, Specimen Transportation Bag, Corrugated Box along with Dry Ice -20’C, LBC Kits, and Blood sample tubes.
* Ensure daily reports of staffs (driver) allocated jobs done as per scheduled and reports of all the goods resourced to GCC along with tracking shipment reports with courier’s firms.
* Ensures all staffs (drivers) blood sample cool box well equipped, clean & neat with showing thermostat value as per the DHA rules & regulations.
* Planning of staff assignments daily, weekly (drivers) shift duties and daily schedules & vehicle allocation every shift cycle.
* Internal reporting on staffs (drivers) working atmosphere behavior to the work schedule due to OT, shift duties and proper staff training, rapport, discussions along with Operation Manager ensuring smooth service.
* Assist departments in resolving any issues related to company vehicle registration and renewals to ensure that services are provided as and when it is required.
* Tracking of vehicles (GPS) and ensuring vehicle fitness, clean, time to time servicing and vehicle inspections.
* Follow-up on all new employees’ visa formalities to ensure that the visas are processed on a timely manner to support the time to time training procedure.
* Daily, weekly & monthly reporting to Operation manager on staff assignments, Vehicle usage & maintenance.
* Informs Operation Manager of all sudden changes taken which was not scheduled as per ongoing schedule.
* Branding of all fleets according to rules and regulation of MOH.
* Deal with general enquires regarding change of rules MOH functions promptly and efficiently to enhance the level of department service.
* Service, support and assistance to new and existing employees on their requirements such are driving license, car registrations, accommodation and legal requirements to ensure that PR services are given as required.
* Renew, update and maintain the trade licenses and other government certificates of all company’s legal entities in the UAE to ensure that the documents are up-to-date.
* Renew and maintain all company’s leases in the UAE before its expiry, which includes offices, company apartments and renewals of MOH, DHA, HAAD contracts of branches in Dubai & Abu Dhabi

**April 2006 - July 2011 Pimex Medical Equipment LLC (Division of Al Khaja Group of Companies) – Dubai, UAE.**

Company specialized in distribution of Dental and Medical equipment’s.

**(**Abu Dhabi, Dubai, Sharjah, Al-Ain, Ajman, Western Region-Al Gharbia, Mafraq**)**

Position ***Sales Coordinator*** **(3M ESPE)**

**Job Responsibilities**

As a Sales Coordinator, my job evolved in major branches of ***Sales, Documentation***, ***Freight Clearance, Order Handling and Administration Duties.***

* Assisting Sales Team - customer satisfaction and maximize sales, progressively managing and maintaining contacts with established customers and sourcing out new business proposals through prospective new customers.
* Tasked with maintaining all documents related to medical & dental works. Submitting, reviewing, distributing, reposting, tracking and follow up of freight works (logistics) and product specialization.
* Documentation like shipping export and import details, bank guarantee (approval), payments clearance in cargo section, queries in Dubai trade & Customs etc.

## Academic Qualifications

## Gulf Educated till 9th Grade –Global English School (Formerly Indian Islahi School), *Al Ain-UAE*.

* Secondary School Leaving Certificate – Kerala, India
* Plus 2 (CBSE) – Kerala, India
* Registered *Dental Hygienist* – India **(*Recognized by Dental Council of India vide no. DE-3 (34) -89/5020 Dt.1/3/90 (Works as Dental Nurse, D-Assistant, D-Hygienist)***

**Computer Proficiency**

* + Diploma in Computer Applications (DCA)
  + M S office (Windows, Word, Excel, PowerPoint)
  + Internet & E-mail Operations

# Language Proficiency

* English, Malayalam, Hindi (Arabic-Read & Write)

# Personal Details

Date of Birth : 24-05-1981

Place of Birth : *Al Ain - UAE*

**References**

Upon request