**SUFIYAN**

Contact

**Email:**

Sufiyan-394142@2freemail.com

Languages

English

Arabic

Hindi

Urdu

Summary

Admin Coordinator with 11 years of work experienced with all stages of the development cycle for dynamic projects. Strong background in project coordination and customer, supplier, employee’s relations.

Skill Highlights

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| --- |
| * Develop strong interpersonal relationship
* Complex problem-solving capacity
* Microsoft Word, Excel, Outlook,
* Adaptability
* Organization and planning.
* Proficiency with photocopiers, scanners, and projectors
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Professional Experience

**Admin Coordinator** - 08/2017 to till date

L.L.C, U.A.E

**Job Profile**

* Update the manpower location in ERP/ EPCOR data base.
* Maintain coordination reports in EPR/EPICOR data base.
* Update the gate pass details and invoices in ERP/EPICOR data base.
* Coordinate and arrange equipment mobilization/demobilization
* Coordinate and arrange equipment’s Time sheet/Invoices for payment process
* Arrange to mobilize/de-mobilize employees according to requirement
* Coordinate with manpower supplier to arrange hired employees
* Coordinate with subcontractor and arrange their mobilization
* Update leave and air ticket booking record for employees.
* Coordinate and arrange to pickup/drop at airport for newly joined/Leave employees.
* Update passport records and notify its date of expiry to the concerned employees
* Updating man-hours in Enterprise resource planning (ERP) System
* Sending hand mail to the site for employee’s ATM, Id cards
* Scanning documents and update in the system
* Sending and arranging transport for materials collection and employee’s pickup
* Coordinate with camp boss for the camp issues

Education

Bachelor of Science: **Computer Information Systems** - 2014

**Columbia University**, NY

Certifications

PHP Framework (certificate): **Zend, Codeigniter, Symfony**.

Programming Languages: **JavaScript, HTML5, PHP OOP, CSS, SQL, MySQL**.



**Admin Coordinator** - 02/2012 to 04/2016

**Qatar**

**Job Profile**

* Arrange employee’s mobilization as per required on site
* Prepare employees gate pass to RLIC
* Arrange Employee safety orientation
* Collect documents for PTW Induction
* Request food for Day/Night shift employees on site
* Arrange documents for vehicle inspection and defensive driving inside the plant
* Prepare Day/Night roster for the workers.
* Arrange documents for vehicle escort from RLIC
* Update employee payroll as per timesheets
* Arrange employees airport pickup and drop

**Time Keeper -**10/2007 to 08/2011

**U.A.E**

**Job Profile**

* Update the timesheet according to allocated man-power In Amana Tech Software
* Provide hired times sheet for the supplier.
* Contact with suppliers and arrange the man-power after manger’s approval.
* Every day Contact with HR and obtain update about employees leave.
* Employee’s welfare coordination.
* Maintaining the static man-hrs. for charging the various jobs.
* Preparing monthly man-hrs. report for commercial.
* Making monthly payroll for employees.

**DRVING LICENSE DETAILS:**

Date of Issue : 14-Aug-2018

Date of Expiry : 14-Aug-2020

Place of Issue : Dubai (U.A.E)

**PASSPORT DETAILS:**

Date of Issue : 27/07/2015

Date of Expire : 26/07/2025

Place of issue : Thane

**PERSONAL DETAILS:**

Date of Birth : 14/11/1987

Nationality : Indian

Marital Status : Married

Sex : Male

 Religion : Islam