**FARHAN**

|  |  |
| --- | --- |
| Contact #: | 050-4753686 |
| Email: | [Farhan-399703@2freemail.com](mailto:Farhan-399703@2freemail.com) |

**Work Experience 09 Years. KSA/UAE.**

**DOCUMENT CONTROLLER/ADMIN/PAYROLL.**

**OBJECTIVE:**

To work with an organization where I can put my technical skills and obtain expertise into various technologies for my career development and to secure a challenging position where I can effectively contribute my skills and ensure my growth through the organization’s growth, possessing competent technical skills.

**Profile**

**Work Experience 09 Years. KSA/UAE.**

* **Admin officer at Drake & Scull International (United Arab Emirate) 2010 to 2018.**
* **Document Controller/HR/Pay Roll in an Electro-Mechanical Contracting Company (United Arab Emirate) 2018 to till presently.**
* **Procurement Assistant 2009 to 2010 (Al Rajhi Construction Company KSA)**

**Professional Experience**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1) Project: | | | |  | Presidential Palace Projects Abu Dhabi UAE. |
| Employer: | | | | | Drake & Scull International LLC |
| Contractor: | | | | | CCEP |
| Consultant: | | | | | RW Armstrong, Wilson & Xavier |
| Client: | | | | | Ministry of Presidential Affairs (MOPA) |
| 2) Project: | | | |  | Yas Island Theem Park Project |
| Employer: | | | | | Drake & Scull International LLC |
| Contractor: | | | | | Sixco Contract Co |
| Consultant: | | | | | Warner Brother |
| 3) Project | | | : | | Water Sewerage storage recovery project in Abu Dhabi Al Watba |
| Employer: | | | | | Drake & Scull International LLC |
| Contractor: | | | | | ACC |
| Consultant: | | | | | A COM |
| 5) | Project: |  | | | National Rehabilitation Center Project |
| Employer: | | | | | Drake & Scull International LLC |
| Contractor: | | | | | Ghantoot General Contractor |
| Consultant: | | | | | HDP Healthcare designer & Project Managers |
| Client: | | | | | Ministry of Presidential Affairs (MOPA) |
| 6) | Project: |  | | | August Medical Eye Institute. |
| Employer: | | | | | Drake & Scull International LLC |
| Contractor: | | | | | Ghantoot General Contractor |
| Consultant: | | | | | HDP Healthcare designer & Project Managers |
| Client: | | | | | Ministry of Presidential Affairs (MOPA) |

**Job Responsibility:**

* Daily Attendance screaming/Monthly Time sheet Payroll.
* Coordinate with management regarding all progress report.
* Follow up the Cheque/LPO/quotation/proforma invoice coordinate with supplier.
* Daily Transmittals mail to Area office/Scanning in all relevant new documents.
* Checking dispatch documents are accurate.
* Provide advice on procedures of issue and methods in accessing the system.
* Ensuring all documents is as up to date as possible within electronic filing systems.
* Presentation and filing of documents and drawings.
* Responsible for maintaining hard copy information.
* Issuing and distributing controlled copies of information.
* Managing and maintaining a Meridian Document Control System.
* Take care of Material arranging & store update inventory record.
* Handling Petty Cash.
* Monthly Report/Weekly Report updating related to require in minutes of meeting.
* Purchasing material from supplier.
* Build and maintaining client relations
* Work with internal departments such as the Marketing or Product teams to engage audiences and clients more deeply
* Meet and exceed KPIs and sales targets
* Possess deep knowledge of business product offering and value proposition
* Follow organizational policies and regulations that affect the Sales department
* Proactively pursue new business and sales opportunities
* Solve problems for clients and customers by developing innovative and tailored sales solutions
* Be a brand ambassador and reflect company values at all times
* Maintaining physical and digital personnel records like employment contracts and PTO requests.
* Updating internal databases with new hire information.
* Creating and distributing guidelines and FAQ documents about company policies.
* Answering or solving HR-related questions or issues within the organization
* Support of the recruitment processes
* Maintenance of the actuality and correctness of all the stored data about employees and HR-related information, e.g. vacations, fluctuation, absence
* Administration in the processing of payrolls
* Keeping the organization up-to-date regarding HRM practices
* Coordination of the cooperation with recruitment agencies
* Copy, scan and store documents
* Check for accuracy and edit files, like contracts
* Review and update technical documents (e.g. manuals and workflows)
* Distribute project-related copies to internal teams
* File documents in physical and digital records
* Create templates for future use
* Retrieve files as requested by employees and clients
* Manage the flow of documentation within the organization
* Maintain confidentiality around sensitive information and terms of agreement
* Prepare ad-hoc reports on projects as needed

**EDUCATION BACKGROUND:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Certification/Degree** | **Institution/Universit** | **Majo** | **Passin** | **Div/CGP** |  |
| **S#** | **r** |  |
| **y** | **g Year** | **A** |  |
|  |  | **Field** |  |
|  |  |  |  |  |  |
| 1 | S.S.C | Mirpur Board | Math, | 2005 | 2nd Div |  |
|  |  |  | Physi |  |  |  |
|  |  |  | cs |  |  |  |
| 2 | F.Sc | Mirpur Board | Math, | 2007 | 2nd Div |  |
|  |  |  | Physi |  |  |  |
|  |  |  | cs |  |  |  |
| 3 | B.SC | AJK university | Math, | 2009 | 2nd Div |  |
|  |  |  | State |  |  |  |

**SKILLS:**

* Customer care service skills
* Good communication, interpersonal and organization skills
* Adjust easily to different working conditions

**Computer Skills and Other Abilities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Sr.** | **Skills & Abilities** | **Proficiency Level** | **Last Used/Practiced** |
|  |  |  |  |  |
| 01 |  | **Internet & Searching** | Electronic Mails | Currently Using |
| 02 |  | **Excel & word** | Comprehensively data handling | Currently Using |
|  |  |  |  |  |

**Languages Proficiency:**

**Good communication skill on spoken and writing ability English, Arabic and Urdu .**

**Personal Details**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Date of Birth | : | 27-Dec-1988 | | | |  |  |
|  |  |  |  |  |  |  |  | |  |
|  |  |  |  |  | |  |  | |  |
|  |  | Marital Status | : | Single |  |  |  | |  |
|  |  |  |  |  | |  |  | |  |
|  |  |  |  |  | |  | | |  |
|  |  | Date Of Expire Passport | : | 25-Dec-2024 | | | |  |  |
|  |  | |  |  | | | | |  |
|  | Place of Issue Passport | | : | PAKISTAN | |  | | |  |

DECLARATION

I hereby declare that all the information given are true and correct to the beat of my knowledge and belief.

Yours Faithfully

**Farhan**