



## **RASHEEN**

OFFICE ADMINISTRATOR – DOCUMENT CONTROLLER

[rasheen-406675@gulfjobseeker.com](mailto:rasheen-406675@gulfjobseeker.com)

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### **PROFILE SUMMARY**

Gulf Experienced Office Supervisor & Document Controller with 11+ years of experience in managing and overseeing company operations and maintenance department. Currently studying further MBA and holding Bachelor Degree in Mathematics.

### **SKILLS**

- Preventive & Corrective Maintenance Planning
- Microsoft Office suite
- Safety and Compliance Management
- Vendor and Contractor Coordination
- Team Leadership and Supervision
- Office Management
- Office Administration
- Document Management
- Workflow coordination
- English & Computer Proficiency

### **PERSONALITY TRAITS**

Demonstrate strong problem-solving skills, attention to detail, and a commitment to quality. Experienced in working in high-pressure environments, including, office management. Enthusiastic and detail-oriented administrative professional, Dedicated to continuous learning and professional development to stay updated with the latest advancements in Business and Technology services.

Able to notice even the smallest issues before they become major problems, ensuring all systems are functioning properly

### **TECHNICAL SKILLS**

- Master Diploma in Electronic Design Automation, CADD Centre, Madurai.
- Certificate in Microsoft Project Management from CADD Centre, Madurai.
- Successfully completed Eddy current testing, Visual testing, Liquid Penetrant Testing, Radiographic Testing, Magnetic Particle Testing, Ultrasonic Testing based on the Training & Examination requirements of SNT-TC-1A 2020 American Society for Non Destructive Testing (ASNT).
- Certificate in Computer Hardware & Networking.

### **EDUCATION**

**Master of Business Administration (MBA): Corporate Management**

**June 2023 – Till Now**

Alagappa University, Karaikudi, Tamil Nadu.

- Currently Doing in Correspondence

**Bachelor Of Science (B.Sc.): Mathematics**

**June 2013 – June 2016**

Vinayaka Missions University, Salem, Tamil Nadu.

- Final Percentage: 63%

## **WORK EXPERIENCE**

**(1) Maintenance Supervisor (Office Management): (7 Years of Gulf Experience)** Aug 2013 – Aug 2020

**Hidada Company Limited, Jeddah, Saudi Arabia**

(Leading Iron & Steel Manufacturing Industry)

### **Role Accountability:**

- Strong leadership and communication skills, with the ability to motivate and train team members to achieve optimal performance..
- Committed to maintaining compliance with industry standards and regulations, while fostering a culture of safety and reliability
- Expertise in troubleshooting, repair, and maintenance of mechanical, electrical, and hydraulic systems.
- Proven track record in leading a team of technicians, coordinating daily maintenance activities, and implementing continuous improvement strategies to enhance operational efficiency.
- Detail-oriented and certified Non-Destructive Testing (NDT) Technician with 7 years of hands-on experience in the inspection and evaluation of materials, components, and assemblies for defects using various NDT methods.
- Managing maintenance records and documentation.

**(2) Executive Office Manager (College Management): (4 Years of Experience)** Oct 2020 – May 2024

**Sadakathullah Appa College (Autonomous), Tirunelveli, Tamil Nadu, India**

### **Role Accountability:**

- A highly organized and detail-oriented Executive Office Manager with 4 years of experience in managing executive-level office operations and providing top-notch administrative support.
- Skilled in managing complex schedules, coordinating meetings, handling confidential information, and acting as the key point of contact between executives and internal/external stakeholders.
- Proficient in implementing office management systems, managing budgets, and leading a team to deliver excellent administrative support.
- Overseeing the maintenance and functioning of office technology, including computers, software, and communication systems.
- Overseeing the day-to-day operations of the office, ensuring everything runs smoothly.
- Provide research and analysis support to assist executives in decision-making.
- Excellent written and verbal communication skills, with the ability to interact professionally with all levels of staff and external partners

## **CORE COMPETENCIES:**

- Office Operations Management
- Executive Support
- Calendar & Schedule Management
- Event Planning & Coordination
- Budgeting & Financial Management
- Team Leadership & Development
- Communication & Interpersonal Skills
- Confidentiality & Discretion
- Process Improvement & Efficiency
- Computer & Data Proficiency

## **PERSONAL DETAILS:**

- Nationality : Indian
- Birth Date : Feb 29, 1988
- Marital Status : Married
- Driving License : Saudi Arabia Light Vehicle License

## **REFERENCE**

Mr. Anup P Bhatia, HR Consultant, [www.GulfJobSeeker.com](http://www.GulfJobSeeker.com) +971504753686 [feedback@arabiansearch.agency](mailto:feedback@arabiansearch.agency)