

Akbarali M
Email : akbar9535@gmail.com
Mobile: +966 53-880-9329

Career Objective:

I have over **8+ years of experience** in the field of Administration & Document Controller, to seek a career in an organization which provides a challenging environment to explore new ways of enhancing the growth of the organization, where my skills and dedicated efforts would be improved and utilized to the fullest potential thus adding values to my career prospects.

Career History:

1) DAELIM

(Saudi Kayan HDPE Project – KSA)

Duration: October 2013 to July 2017

Designation: Admin Assistant / Document Controller

2) SHAPOORJI PALLONJI – MIDEAST LLC

(Sabic Jubail Main Building & Global Data Center Project)

Duration: August 2017 to April 2022

Designation: HR & Admin Officer

3) ARABIAN CASTLES & GENERAL CONTRACTING CO.

(Air Base Project – PCA Al Majmaah, Riyadh)

Duration: April 05, 2022 to Till Date

Designation: General Service Administration

Job Profile:

- Manage the entire HR & administration function of the project efficiently.
- Execute and follow-up all administrative activities related to the smooth functioning of the office
- Schedule and maintain calendar of appointments, trainings, meetings and informing all officials before the time of meeting.
- Coordinating schedules, arranging meetings, distributing memos and reports and ensuring that everyone is kept current of necessary company news and information
- Attend meeting with PMT team to discuss on project issues.
- Preparing company policy & procedure, such as Code of conduct (dress code, punctuality, harassment & bullying, social media), recruitment policy, termination policy, working hour & OT policy, Attendance & remote work policy, performance evaluation & promotion policy, health & safety policy, benefit & compensation policy, leave policy.
- Responsible for arranging visa & air tickets for Manager's Official trip's
- Arranging visa for guest from various other regions to attend the meeting with management and clients.
- Record maintaining transmittal documents, manpower report, and supervisor daily report and minutes of meeting according to manager.
- Perform & execute general office works and coordinates secretarial functions within and outside of the department
- Establish and maintain files, formulates and update company policies, Procedures and quality manual, retrieves records and correspondence.

- Prepare training plans through consultation with Process Trainers / Department Manager
- Tracking the pending jobs and rescheduling on priority basis.
- Preparation of department procedures, Work instructions, forms with the Coordination of project engineer.
- Department internal memos
- Updating department Org. chart using Org Plus software and MS Vision, MS PowerPoint & MS Excel.
- Maintain and up to date records of all sections individually.
- Maintaining grading system for company employees, for E.g.(for entry level, experienced level, Managers & senior technical professional & directors).
- Maintain the notice board concerning the result of training activities and monthly reports
- Manage Purchase Requisition for utilities & office stationeries and managing the PR's.
- Ensuring the confidentiality and security of files and filing systems.
- Liaison between all impacted departments to ensure proper communication and reporting practices.
- Preparing warning letter, termination letter as advised from HR & Admin Manager & Project Manager.
- Preparing transfer note for staff from current project to other site / project.
- Handling petty cash and monitoring cost control & assisting in verifying to the seniors in term of cost and cash purchase.
- Prepare and gain agreement for department budgets and monitor these to ensure costs are controlled.
- Preparing daily, weekly & monthly report & presentation on HR & Admin department for monthly project review meeting.
- Collecting quotation for new staff / labor accommodation & preparing comparison sheet for better understanding of management.
- Arranging transportation and accommodation for company guest & newly joined employees.
- Responsible for fleet arrangements for company staff & workers for various functions, eg, from camp to site, medical purposes, bank purposes etc.
- Managing & supervising for employee accommodation, welfare and transportation, mess arrangements, medical, clinic payment coordination, etc.
- Prepare monthly project status report
- Answer queries by employees and clients
- Process incoming & outgoing emails
- Processing staff medical and fuel bill reimbursement.
- Arranging staff & worker camp with necessary bedding materials.
- Schedule in-house and external events for company employees.
- Perform and Execute general office works and coordinates secretarial functions within and outside of the department
- Coordination with Manpower Suppliers for various vacancies.
- Plans for external sourcing for vacancies and continuous talent pooling
- Conducts interviews/testing of job applicants
- Obtains necessary approvals for job/salary offer, creates Employment Offer Letters for selected candidates
- Provides basic company/employment overview / Induction to prospective new hires and obtains & records job candidates acceptance/rejection of Employment Offer
- Conduct new employee orientations and formulate the Job Descriptions
- Updating / maintain of SOP, WI, Job Description, Department Organization & Departmental Forms
- HR Support – Visa Renewals / Contracts / ID Cards / Employment Documents
- Maintaining data base of new candidates, Creating & updating of database of internal employees
- Updating the E-Promise with complete employee details such as passport status, Residence card status, salary, Joining and Transfer from one area to another etc.

- Staff leave, travel and ticketing follow up with HO for timely ticketing issue and deployment of staff.
- Handling leave queries of the employees on timely basis and thus ensuring streamlining of attendance process
- Processing employees leave - arranging exit & re-entry and leave settlement.
- Time management ensuring all staffs are maintaining time discipline in the office / reporting on time/ cross check / coordination with PM/HOD's in case of late arrival of any staff and resolve.
- Workers disciplinary action – handling grievances absenteeism, issuing warning letter if required, follow up, fines / penalty and counseling.
- Handling payroll processing, preparing Salary abstract, and managing the payroll functions of managers, Officers, Staff & Workers.
- Answering queries regarding salary deduction / other deductions of staff & worker.
- Processing staff and workers resignation and termination papers.
- Preparing full & final settlement of resigned & terminated employees.
- Maintaining good relationship with staff, Saudi staff and workers, coordination with engineers and siteforeman for OT control.
- Ensures compliance with approved procedures on the proper conduct of performance appraisal.
- Includes Initial appraisals for the probation employees with coordination of the respective Departments Head.
- Coordination with HR Manager for approval of issues related to salary increment, Promotion, bonus and contractual status of employee
- Conducting rewards and recognition program, staff welfare activities on every month.
- Preparing Relieving and Issuing experience certificate.
- Final settlement clearance and arranging with the PRO to finish final exit formalities
- Find procure, lease accommodation and transportation in line with manpower dynamics (existing manpower, new inflow, release and transfer manpower within various project) security arrangement at site, hotel arrangements, stationery, etc.
- Receiving document, drawings from / contractors, subcontractors and controlling the flow of received document to all departments
- Responsible for document, transmittal, and other document exchanged between the owner and the contractor.
- Logging of incoming drawing and document, checking the drawing number, revision number, approval date and stamp.
- Maintained documents of the company in accordance with the procedures of established publication department
- Having good speed of letter drafting/ mail correspondence skills with speed of 36WPM & 96 % accuracy.

Academic Credentials:

2013 MBA from Mangalore University

2011 BBA from SDM College of Business Management, Mangalore University

Corporate Exposure and Learning:

- A study on “Employees Satisfaction towards Job” and study on “Computer Based Training” (CBT) in HMT Machine Tools, Bangalore.
- Experience in ERP Solution System(HR)

Professional & IT Skills:

- Knowledge of Windows Operating System, MS Office, Excel and requisite skills to use them to the optimum level in a working environment.
- Good Knowledge of the Internet, Uses of multimedia, E-Mail Concepts and it's working.

- Complete course in Tally and Basic Computer
- High level of accuracy
- The ability to analyses large amounts of data and assess solutions
- Excellent communication and presentation skills
- Knowledge of accounting, finance and business management
- Patience and ability to deal with people

Personal Profile:

Nationality : Indian
Date of Birth : 04th May 1990
Languages : English, Arabic, Hindi, Malayalam, Kannada, Tamil
Iqama No : 2397584463 (Transferable)
Driving License, No : Valid KSA driving license (2397584463)

DECLARATION:

I, affirm that the information given above is true and correct to the best of my knowledge and belief.

Akbarali M
053 880 9329