
FAISAL ISMAIL

Saffaniyah Eastern, 39216, *00966572897603 *Faisalburiro33@gmail.com

PROFESSIONAL SUMMARY

Admin Facility Camp Officer with superior organizational, communication and problem-solving abilities. Knowledgeable about managing files and schedules, and eager to help Sendan International organization improve operations, I am seeking a good job opportunity in a well-reputed organization, which gives employees the chance of individual growth, creativity and innovation, an organization, which knows how to polish the internal capabilities and the job skills of an employee, by giving him all the possible space and chances to explore and experiment with new horizons.

SKILLS & ABILITIES

FACILITY SUPERVISOR

CAMP OFFICER

SITE ADMINISTRATOR

ADMIN SUPERVISOR

SR TIME KEEPER

TRANSPORT COORDINATOR

OFFICE ADMINISTRATOR

COMPLAINT RESOLUTION

MANAGEMENT: Ability to streamline office procedures, create systems for a smoother workflow and to structure the work environment for optimum performance.

EMPLOYEES COORDINATION: Well versed in employees' coordination labor management, hardworking sincere, Transparent and Dedicated to fulfill entrusted works.

WORK EXPERIENCE

CAMP OFFICER

Dec/2021 - till today

SAFFANIYAH SAUDI ARABIA

SENDAN International Company Limited

Job Descriptions:

- Taking care of Staff and Labor Accommodation.
- Responsible for camp rooms safety, cleanliness and ensure standards are met.
- Get involved in the building and refurbishment of residential accommodation.
- Responsible for overall fleet management and services.
- Manages and coordinates maintenance and repairs on camp facilities including plumbing, painting, carpentry, cleaning, and electrical duties.
- Employs and supervises staff to operate dining facilities.
- Arrange Daily Basis Record Equipment Company or Subcontractors.
- Assumes responsibility for checking in and out.
- Inspects all camp facilities and reports to relevant personnel.
- Supervises and orients camp Laborers.
- Assumes responsibility for maintaining standard first aid supplies.
- Maintains liaison with in-house nursing staff and medical clinics in the area.
- Assumes responsibility for weekly camp attendance summary, financial records and other required reports.
- Assumes responsibility for security of camp facilities and camp personnel.
- planning (ERP)systems updating regular entries.
- Performs related work as required.

WORK EXPERIENCE

FACILITY SUPERVISOR

MAR/2021 – SEP/2021

JUBAIL SAUDI ARABIA

SENDAN International Company Limited

Job Descriptions:

- Responsible for maintaining the facility's in all sendan work place all Camps, Catering, and workshops.
- Taking care of 100 plus facility staff.
- Close all Work Orders in ERP on monthly Basis with Manpower Record.
- Responsible for handling multiple tasks within tight timeframes.
- Organizing, arranging and coordinating meetings.
- Close all Time Sheets in ERP on monthly basis with manager approval.
- Helped in planning and developing long and short-term work schedules.
- Assigned work orders on a Daily basis to over 5 active supervisors.
- Tracked daily progress of preventative maintenance work orders.
- Planned work tasks and schedules, Assigned jobs to workers, Directed maintenance and repair projects.
- Managed personnel located at multiple sites, with full responsibility for controlling facilities maintenance programs, staff, operations, and inventory.
- Resolved complaints regarding any facilities maintenance.
- Inspected buildings, identified problems, and took corrective actions.
- Completed preventative maintenance on all equipment, forklifts, fire systems, overhead doors, and other facility machinery.
- Creating transmittal and issue Client and subcontractors.
- Maintained pest control records and communicated directly with the pest control contractor to complete monthly audits of all work performed.

WORK EXPERIENCE

CAMP OFFICER

Oct/2018 – MAR/2021

JUBAIL SAUDI ARABIA

SENDAN International Company Limited

Job Descriptions:

- Taking care of Staff and Labor Accommodation.
- Responsible for camp rooms safety, cleanliness and ensure standards are met.
- Get involved in the building and refurbishment of residential accommodation.
- Responsible for overall fleet management and services.
- Manages and coordinates maintenance and repairs on camp facilities including plumbing, painting, carpentry, cleaning, and electrical duties.
- Employs and supervises staff to operate dining facilities.
- Assumes responsibility for checking in and out.
- Inspects all camp facilities and reports to relevant personnel.
- Supervises and orients camp Laborers.
- Assumes responsibility for maintaining standard first aid supplies.
- Maintains liaison with in-house nursing staff and medical clinics in the area.
- Assumes responsibility for weekly camp attendance summary, financial records and other required reports.
- Assumes responsibility for security of camp facilities and camp personnel.
- Assumes responsibility for inventory and ordering of equipment and supplies Enterprise resource planning (ERP)systems updating regular entries.
- Maintains liaison with personnel Department.

WORK EXPERIENCE

SITE ADMINISTRATOR

03/2018 – 05/2018

ABU DHABI UAE

EMDAD SERVICES LLC / INTER GULF CONTRACTING

Job Descriptions:

- Provide administration support to Site Director and management staff
- Responsible for handling multiple tasks within tight timeframes
- Organizing, arranging and coordinating meetings.
- Preparation of payroll of management and non-management staff. Time sheets feeding in company payroll software and Excel Sheet.
- Write and distribute email, correspondence memos, letters, faxes and forms.
- Prepared conference rooms, Approve/Input new clients into database, Create/maintain vehicle status, Verify up to date/correct insurance.
- To look after Time office and co-ordinate cost center wise allocation, Allocation of newcomer employees as per site manager instruction,
- To look after Co. residential camp, arrange transfer / shifting and maintain record of all furniture/ fixtures, to maintain the transport and prepare all transport record, Purchasing of Admin related item.
- Creating transmittal and issue Client and subcontractors.
- Preparing of weekly & monthly report.
- Coordination with head office & client regarding security passes, health cards, labor cards service agreements, plant passes & other admin related matters.
- Arrange Daily Basis Record Equipment Company or Subcontractors.
- Any other responsibility advised by Senior HR/Admin.

WORK EXPERIENCE

SR TIME KEEPER / ADMIN - HR ASSISTANT

01/2014 - 07/2017

JEDDAH SAUDI ARABIA

OHL ARABIA

Job Descriptions:

- Supervises duties of all clerical and administrative staffs in the section and monitor distribution of work to ensure effective resource utilization.
- Preparation of payroll of management and non-management staff, Time sheets feeding in company payroll software and Excel Sheet.
- Preparing of weekly & monthly worker report.
- Coordination with head office & client regarding security passes, health cards, labor cards service agreements, plant passes & other admin related matters.
- To look after Time office and co-ordinate cost center wise allocation.
- Purchasing of Admin related item, Arrangements for Meeting hall, to maintain the telephone and fax record.
- Arrange monthly kitchen food request, purchase order, and quotation request for kitchen.
- Creating transmittal and issue Client and subcontractors.
- Provide copies of the latest revision to Discipline groups and Subcontractors as required by distribution schedule as fast as possible.
- Any other responsibility advised by Senior HR/Admin.

WORK EXPERIENCE

**ADMIN ASSISTANT / TIME KEEPER / TRANSPORT COORDINATOR /
CAMP BOSS / SITE ADMINISTRATOR**

07/2006 – 12/2012

ABUDHABI UNITED ARAB EMIRATES

Job Descriptions:

- Supervises duties of all clerical and administrative staffs in the section and monitor distribution of work to ensure effective resource utilization.
- Arrange all Mobilization or Demobilization plan. Preparation of payroll of management and non-management staff, Time sheets feeding in company payroll software and Excel Sheet. Collect all time sheets from site. Arrange Demo Time sheets for final payment.
- Record employee information, transfers, resignations, in order to maintain/update payroll records, Sort files, new hire, terminations/resignations, organized files, developed spreadsheets, faxed reports, and scanned documents to ensure all-important files are kept current, Planned meetings.
- To look after Co. residential camp, arrange transfer / shifting and maintain record of all furniture/ fixtures, to maintain the transport and prepare all transport record, Purchasing of Admin related item
- Any other responsibility advised by Senior HR/Admin.

EDUCATION

- **Matriculation (SSC)**

Defense Foundation school KARACHI

- **Intermediate (HSC)**

Karachi Board of Intermediate

- **Bachelors of Commerce**

Dadabhoy Institute of Higher Education Karachi Pakistan

ORGANIZATIONS

SENDAN International Company
(12/2021 - Till Today)

CAMP OFFICER

SENDAN International Company
(03/2021 - 09/2021)

FACILITY SUPERVISOR

SENDAN International Company
(08/2018 - 03/20210)

CAMP OFFICER

EMDAD SERVICES LLC / INTER GULF CONTRACTING
(03/2018 - 05/2018)

SITE ADMINISTRATOR

OHL ARABIA
(01/2014 - 07/2017)

TIME KEEPER / ADMIN HR ASSISTANT

DESCON ENGINEERING ABUDHABI
(07/2006 - 12/2012)

ADMIN ASSISTANT

ASKARI BANK
(03/2005 - 04/2006)

TRAINEE ASSISTANT

HONOR AWARDS

- **Appreciation Certificate (2012)**

GASCO ASAB-1 & 2, Shutdown

Appreciation Certificate for GASCO ASAB-1 & 2, Shutdown.

- **Appreciation Certificate (2011)**

GASCO ASAB-2, Project with BECHTEL.

Appreciation Certificate for GASCO ASAB-2, Project with BECHTEL.

- **Appreciation Certificate (2009)**

ADGAS DAS ISLAND, Shutdown

Appreciation Certificate for ADGAS DAS ISLAND, Shutdown.

- **Appreciation Certificate (2009)**

ADCO RUMAITHA, Shutdown

Appreciation Certificate for ADCO RUMAITHA, Shutdown

- **Appreciation Certificate (2008)**

GASCO HABSHAN, Shutdown

Appreciation Certificate for GASCO HUBSHAN, Shutdown

CERTIFICATES

DIPLOMA IN FOOD & BEVERAGE

PAKISTAN INSTITUTE OF TOURISM AND HOTEL MANAGEMENT (PITHM)

TABLE MANNERS & DINING ETIQUETTE

Certificate of TABLE MANNERS & DINING ETIQUETTE by PAKISTAN INSTITUTE of TOURISM and HOTEL MANAGEMENT

DESCON ENGINEERING TRAINING CENTER UAE (BA)

Certified Training on SAFETY for ABU DHABI POLYMERS CO. LTD (BOROUGE)

INTEGRATED MANAGEMENT SYSTEM (IMS)

GASCO HABSHAN & BAB Certified Training on INTEGRATED MANAGEMENT SYSTEM (IMS) by GASCO.

I Am Quite Familiar with MICROSOFT OFFICE Microsoft Windows

MS Word, MS Excel, MS Power Point, MS Internet

I Am Quite Familiar with ASP.NET

Getting Started with ASP.net Event- Driven Programming\ Anatomy of an ASP.net Page\ Post Back Storing Information in VB.net Introduction to Objects Introducing XML Control Structure & Procedural Programming.

I Am Quite Familiar with PEACH TREE / QUICK BOOK

Chart of Account, A/C Schedules, Inventory General Journal Cash Book & Petty Cash Data Export / Import Trial Balance Income Statement Taxation Sale & Purchase Balance Sheet Pay Roll A/C Receivable/Payable Bank Reconciliation Special Exercises Sufficient knowledge to develop a LAN NETWORK for a small organization.

BIO-DATA

Father Name	Muhammad Ismail
Religion	Islam
Nationality	Pakistani
Date of Birth	28 FEB 1985
Marital Status	Married
Passport#	AG1852443
Cell #	+00966572897603 +923328208706
Mailing Address	Faisalburiro33@gmail.com

LANGUAGES

English

ARABIC

URDU

HINDI

Reference on request