

MUHAMMAD WAQAR UZ ZAMAN KAYANI



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Objectives: 15 years of dedicated work experience in performing general office tasks to manage all technical documentation flow of the engineering, project management and construction staff in order to ensure documents control within Company standards and common engineering practices.

• Hands on experience in devising, implementing and maintaining core office systems • highly skilled in providing clerical and administrative support to all departments as per policies • in depth knowledge of managing inventory and filing systems and maintaining liaisons with various internal and external agents.

QUALIFICATIONS:

- Proficiency in all Microsoft Office programs
- Work well without supervision
- Excellent oral and written communication skills
- Ability to prioritize and remain focused on the essence of an issue
- Excellent with customer support services
- Skilled at learning new concepts quickly while working well under pressure
- Research analysis and design
- Proficiency in SAP software
- Computer skills – MS Office - Word, Excel, Outlook; AutoCAD

RELEVANT SKILLS & EXPERTISE • Word • Excel • PowerPoint • Database • Filing • Recordkeeping • Typing: 40WPM

EXPERIENCE:

International Hospital construction company (IHCC) Saudi Arabia .
SGH(Saudi German hospital) Projects Jeddah (2015 to 2021)

ADMIN OFFICER/MANAGER

Responsibilities

- Provide coaching and guidance to ensure maximum efficiency
- Ensure the smooth and adequate flow of information within the company
- Manage schedules and deadlines
- Purchase new material as needed
- Identify process bottlenecks
- Offer solutions for improvement
- Monitor costs and expenses to assist in budget preparation
- Oversee facilities services and maintenance

- Organize and supervise other office activities
- Adhere to policies and regulations
- Keep abreast with all organizational changes and business development

Oman Trading & Establishment. (2013 to 2015 Muscat Oman)

ADMIN OFFICER

- Participates in recruitment effort for exempt and non-exempt personnel; screening applications, as well as coordinating and conducting interviews for exempt and non-exempt personnel.
- Manages and conducts pre-employment screening; reference checks, background screens and physical fitness tests.
- Sends correspondence to applicants on as needed basis
- Coordinates the use of temporary labor as needed, including maintaining relationships with agency representatives and communicating temporary needs as well as acquiring the contract and obtaining local and HO approvals.
- Conducts new associate orientation, tours of facility, and ensures accurate completion of New Hire paperwork
- Coordinates the non-exempt performance review process.
- Provides information related to company history, vision and values, Code of Conduct, benefits, attendance policy, meal and rest periods, and other content contained in the On-boarding Program.
- Assists in the safety effort for facility.
- Maintains the completeness, accuracy, and audits of associate files, including working files, medical files, and performance files as defined by the Department of Labor and in compliance with the Customs Trade Partnership against Terrorism. .
- Assesses associate morale and identifies appropriate timing for activities and events, as well as provides input on topics for building-wide meetings.
- Maintains administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.
- Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Provides supplies by identifying needs for reception, switchboard, mailroom, and kitchen; establishing policies, procedures, and work schedules.
- Provides communication systems by identifying needs; evaluating options
- Maintaining equipment; approving invoices.
- Purchases printed materials and forms by obtaining requirements; negotiating price, quality, and delivery; approving invoices

MCB Bank (2009 to 2013 Azad Kashmir Pakistan)

Office Clerk:

- Responsible for weekly report of consultants on billing
- Serve as a key contact for all on-boarding documentation
- Serve as key contact person for Health Benefits administrator for 170+ employees
- Responsible for maintaining the Public Access Files for multiple employees
- Researched and created company's 3 separate employee handbooks
- Developed a complex Access DB to track Health Benefits enrollment and termination on on-going basis, which also saved significant time in generating census reports.
- Researched and created administrative policies and procedures

EDUCATION:

Bachelor's Degree (B.A) in Economics Federal Urdu University Karachi, Pakistan.

Master's Degree (MSC) in Economics Federal Urdu University Karachi, Pakistan.

✓ **Customer Management Techniques** (From GM academy Middle East)

➤ **Languages known:** Fluent **English, Arabic** ,Punjabi,Kashmiri & **Urdu**,

➤ **Personal Information:**

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Date of Birth	01.07.1988
Visa Status	Employment
Driving license	Having Valid GCC Driving license for 5 years