Javed Equbal



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Seeking **Admin officer**  in an organization where I can utilize my technical expertise and innovative abilities and interpersonal skills in contributing effectively towards my personal career and the growth of the organization.

## Professional Synopsis

* A Technical professional, Qualified with multiple certifications with over 10 years of experience in Admin and Documentation in both (English & Arabic) environments.
* Comprehensive understanding Maintaining and updating the database and also manual filings. Ensure all documents are archived appropriately
* Maintaining paper and electronic files (organizing, following up daily routine data and paper.

Certifications & Educational Credentials

* **Diploma** **of Engineer** Electronic & Communication Bangalore.
* Safety Course ( IOSH ) Certified

Career History

**Admin & Sales Coordinator – June 2018 – Present**  
Boecker Public Health ( Jeddah )  
  
JOB Responsibility:

* Ensuring that all administration procedures are followed to Company standards and audit requirements.
* Acting as business interface so as to filter general information, requests and queries.
* Greeting all incoming visitors to the office in a friendly, professional, hospitable manner.
* Processing incoming and outgoing mail.
* Coordinate sales team by managing schedules, filing important documents and communicating relevant information
* Ensure the adequacy of sales-related equipment or material
* Respond to prepare Proposal, Contract, and Data Entry on System Application
* Store and sort financial and non-financial data in electronic form and present reports.
* Buying office stationary. Sending out memos and reminders to the administrative team.
* Updating employee administrative records.
* Making sure that the office is complying with relevant Health & Safety legislation.
* Issuing badges to visitors.
* Operating the switchboard.
* Receiving deliveries.
* Helping the company to maintain relations with partners and suppliers.
* Answering e-mail, phone, fax and postal queries.
* Coordinating business events, and travel requirements for senior managers.
* Managing the office float. Reconciling monthly bills.

**Document Controller & Punch List Coordinator July 2014 to May 2018**

Worked with Dragados Gulf Co. Ltd (EPC) on UmmWu’al Phosphate (DAP/NPK – Package 02) Project of Ma’aden Ras-Al-Khair, Saudi Arabia.

JOB Responsibility:

* Generally will follow the punch list system as outlined by project specification
* Makes sure that the Field Punch List form is filled correctly, the punch list items are adequately described and pertinent to the System associated, and are legitimate with respect to any discipline and project specification, safety and industry common practice before sending them to ICQMS (Integrated Completion and Quality Management System) for input registration.
* Ensure all the Original handwritten punch list should be highlighted and placed on TCPL (Transferred to Consolidate Punch list) stamp after move to RFP.
* Supervises and monitors the inclusion of original and consolidate punch list items in ICQMS and the clearance of such items by the sub-contractors, Linde and Company.
* Coordinates with project team walk downs for all project phases: RFP, RFC, and RFSU.
* Will expedite the review and signing off the completed consolidated punch lists by the personnel so as to ensure the completion of the systems in a timely manner.
* Responsible to send all cleared and outstanding punch list to their disciplinary and company on thrice in a weekly, and monthly basis, for push them to clear punch items on and before due dates.
* Ensure all the walk down punch items should be capture by the input members and review them before sending CPL in use.
* Make sure all SCM (System Completion Manual) dossiers must contains consolidate punch list after move to RFSU.
* Generating punch list report daily, weekly, and monthly status for all subcontractors, contractors, top management, and client, also supporting other status reports such as Vendor, Engineering, As-built, Red Markup Drawings and day to day activities.
* Familiar with complete documentation procedures and worked on different positions in Department.
* Possession on documents, Transmittals and drawings (Engineering and Vendor Drawings).
* Prepared project record books (Drawing book, Vendor Drawing book, Facilities operating manual, design calculation book and etc.) and submitted to client successfully.
* Make sure that all construction activities are being carried out in accordance to preset safety rules.
* Provide recommendations for repair work and make sure that deadlines are compiled to  
  perform continuous evaluation on trends and ensure that preventative maintenance is managed at each stage of the project.
* Survey maps and blueprints prior to creating construction plans
* Identify construction constraints and plan and carry out measures to counter them  
  Prepare period reports and assessments for each project phase confidential documents handling with strict necessary control.

**Admin Officer – May 2006 - January 2014**  
Employers name – Tahseeb Est ( Royal commission Yanbu )

* Log incoming documents from clients and contractor, make sure they receive relevant documents and make sure copies of relevant documents / certificates are held.
* Technical supervise preparing work scope, detailed work plan, and workable maintenance schedule, monitor, review.
* Receiving and checking all incoming correspondence and drawing documents.
* Maintaining paper and electronic files (organizing, following up daily routine data and paper.
* Drafting and finalizing correspondence.
* Assist facilities in complying with all safety and health regulation and company’s guideline
* Maintained on site-specific system and technical documentation
* Network related problems & sharing file & folder with different network
* Managing   Mail server, mail flow and database maintenance Maintain Daily Backup and Restoration of user data. Support Account and Sales Applications etc
* Troubleshoots systems, installed configured and upgraded software and hard ware, helpdesk support and attended service calls

**Admin & IT Coordinator – May 2002 - January 2006**

Employers name – Al Haramain Perfume LCC & Ohud Hospital. ( Madina )

* Managing databases / Applications or Systems and Experience in generating sales and stock reports from system
* Maintains database by entering new and updated Hospital Data daily report and information.
* Prepares source data for computer entry by compiling and sorting information.
* Establishes entry priorities.
* Processes maintenance and Appointments source documents by reviewing data for deficiencies..
* Worked under pressure in crisis situations to diagnose problems such as network failures
* Providing technical support to Users for issues such as trouble shooting & administration of LAN connectivity, CCTV.
* Demonstrated technology expertise as company’s primary provider of standalone system and centralized server support.
* Performed cabling, connecting & testing of devices on our WAN & LAN
* Responsible for network management including network performance tuning, security monitoring, file server backup, and email server administration

**KEY SKILLS AND COMPETENCIES**  
  
Administration

* Ability to shift direction in response to changing work situations.
* Can handle confidential and sensitive information with discretion.
* Excellent project and time management skills.
* Can create effective administrative systems from scratch.
* Maintaining accurate administrative records. Reacting to problems quickly.

**AREAS OF EXPERTISE**

Administrative

Processes  
Office

Procedures

**PERSONAL PROFILE:**

**Name :** Javed Equbal

**Sex** : Male

**Marital Status** : Married

**Languages Known** : English, Arabic, Urdu and Hindi

**Nationality** : Indian

**Passport Number : N1821811**

**Saudi driving license :** Yes

**Reference :** Available on Request

**PS: Willing to relocate in GCC**

**Declaration:**

I consider myself familiar with All Document Control Responsibilities. I am also confident of my ability to work in a team & independently.

I hereby declare that the information furnished above is true to the best of my knowledge.

**Javed Equbal.**