

MOHAMMED HARIS

MBA IN HR & MARKETING & BHRD (MAJOR IN HUMAN RESOURCE)

Address For Communication:

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Iqama: Valid/Transferable

Valid Driving License

AL-JUBAIL-Saudi Arabia



CAREER SUMMARY

Passionate and result oriented MBA and HR Graduate, with demonstrable experience in position of high responsibility, who undertakes complex assignments, meets tight deadlines, and delivers superior performance. Possesses practical knowledge in the field of Admin Cum HR and Accounts, having 8+ years of professional experience. professional, polite, and attentive while also being accurate who always be prepared and responsive, willing to meet each challenge directly. comfortable with computers, general office tasks and accounts, and excel at both verbal and written communication. Most importantly, having a genuine desire to meet the needs of others.

PROFESONAL EXPERIENCE SUMMARY

1.BRIGHT STAR GENERAL CONTRACTING COMPANY Saudi Arabia POSITION: ADMIN CUM ACCOUNTANT  <small>SAAD INDUSTRIAL SERVICES</small>	DUARATION: JUNE 2020- Till DATE (1 Years And 7 Months)
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Overview: One of the leading manpower supplies, general trading contracting, and support service provider based in Eastern province of Saudi Arabia, with office located at Al Jubail. I have Performed and supervised various admin clerical related Functions and This includes HR general works, drafting emails, manpower hiring, Accounting, recruitment, Payroll, Inventory support.

Key responsibilities & Achievements:

- Monitoring Manpower requirement as per the client's order
- coordinating meetings and appointments and performing clerical tasks

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- Prepare reports for a wide variety of company departments, such as accounting and human resources, using the entire Microsoft suite of software.
- Arranging travel bookings – domestic and international for internal employees.
- Processing Purchase Orders, Vendor Applications and all internal billing
- Preparation and processing of monthly payroll for all the employees with their overtime and deduction
- employers file to develop and acknowledge all the employers' details
- sourcing candidates through all channels
- Report to department supervisor regarding daily activities and issues
- Scheduling mobilization of employees to client.
- Processed timesheets for more than 150 company employees with 100% error-free accuracy and Prepare VAT Invoice according it
- Manage all accounting transactions
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute VAT and prepare VAT returns
- Manage balance sheets and profit/loss statements
- Manage and review day to day admin accounting operations to ensure its accuracy

2.SAAD GRAYS GENERAL CONTRACTING COMPANY

Saudi Arabia

Position: ADMIN CUM GENERAL ACCOUNTANT



DUARATION:

JAN 2019–JUNE 2020

(1 Years And 5 Months)

Overview: Demonstrated multi-tasking under the pressure, reported directly to the Group General Manager. Performed and supervised various OFFICE ADMIN WORKS. This includes MS OFFICE works, Accounting, Purchasing, Payments to vendors, Inventory support, smooth administration of the center's day to day operations.

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Key responsibilities & Achievements:

- Manage and review day to day accounting operations to ensure its accuracy.
- Carrying out clerical duties such as answering phone calls, responding to emails, and preparing documents, including office correspondence, memos, resumes, and presentations
- Responsible for all general ledger entries and their comprehensive accuracy.
- Preparing Vat Invoice and Verified both client and supplier invoice amounts and responsible for checking vat charged and gathered from each invoice.
- Preparation of Financial Statements, management & follow ups of Accounts
- Possessed with ERP software which deals with Company Revenues
- Ordering office supplies
- Maintaining office systems
- Liaising with suppliers and contractors
- Liaising with staff in other departments, e.g., finance, HR
- Maintain a filing system for data on customers and external partners and employees
- Handle queries from managers and employees

3. ABENER ENERGIA SAUDI ARABIA	DUARATION: AUG 2017– DEC 2018 (1 YEAR 4 MONTHS)
PROJECT: WAAD AL SHAMAL TURAIIF POSITION: SITE ADMIN	
ABENGOA	

Key responsibilities & Achievements:

- Coordinating administration duties AND help TO improve company procedures and day-to-day operation
- Develop an efficient filing AND record keeping system TO store all the documents, correspondence, administrative decisions for reference.
- Provides information by answering questions and requests.
- Answers phone calls, schedules meetings and supports visitors.

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- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Managed tasks using MS office and database spreadsheet applications.
- Support the 'HR & administration function: personnel, medical insurance, travel arrangements, organization updates, leave planning & recording, attendance monitoring...etc.
- Distribute mails for staff.
- Draft emails, reports, memos and other business correspondence as instructed by assigned business unit/ function heads.
- Develop an efficient filing and record keeping system to store all the documents, correspondence, administrative decisions for reference.
- Prepare System Generated Po and Purchase Receipts as Requested Screen and Forward the Documents Received by Fax/Mail.
- Processed timesheets for more than 500 company internal and external employees with 100% error-free accuracy.

4. MAS POWERMECH ARABIA-SAUDI ARABIA

PROJECT: FADHILI GAS PLANT JUBAIL

POSITION: ADMIN ASSISTANT



DUARATION:

FEB 2016– AUG 2017

(1 YEAR 6 MONTHS)

Key responsibilities & Achievements:

- performed clerical duties to help an office run smoothly and efficiently.
- Managing all incoming and outgoing document and drawings. Issue and track distribution of documents.
- Working closely with Contract and Site Managers.
- Create, format and edit business correspondence, memorandums and other business documents and report as required.
- Answered incoming calls and respond to inquiry or direct call to appropriate person within the department.
- Scheduled and coordinated logistics for departmental meetings and events.
- Received & log all documents before being forwarded to assignee.
- Communication with the concerned contractors as needed.
- Keeping correspondence with all the departments and making of schedules and

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arranging the meeting with one department to another as per Managers Instructions.

- Produce LPO, RFPO and REQ's coordinate with procurement department.
- Prepare vacation and time sheet clearance.
- Maintain daily attendance sheet and monthly man-hours summary report including total no. of man hours, overtime.
- Maintained activity reports day to day.
- Taking care of day-to-day activities in a systematic manner.
- Performed other duties as assigned.
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5.ROYAL INTERNATIONAL PROPERTY MANAGEMENT & GEN MAINT ABU DHABI-UAE	DUARATION: SEPT 2014- NOV 2015 (1 YEAR 2 months)
POSITION: ADMIN ASSISTANT	

Key responsibilities & Achievements:

- Possessed administrative support for the functions of the Property Management Department and the Company overall.
- coordinating meetings and appointments and performing clerical tasks
- Setup and establish lease files and brokerage agreement files
- Handle correspondence, telephone contacts, and incoming mail, including confidential materials, in a professional and expedient manner. Administer e-mails, send and forward to appropriate people.
- Type and/or compose letters, meeting agendas, meeting minutes, purchase orders, contracts, memos, variances, narratives, vendor contracts, brokerage agreements, Letters of Intent and construction contracts as directed.
- Assemble and distribute all lease documents received. Scan all lease documents into our network and prepare maintain the tenant lease file.

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6.SULTHAN DIAMONDS AND GOLD COMPANY

BANGALORE -INDIA

Position: Business Development Executive



DUARATION:

FEB 2014 - JULY 2014

(6 MONTHS)

Key responsibilities & Achievements

- Market Visit/ Field Sales.
- Plan and execute sales activities that will ensure sales growth objectives.
- Be able to properly demonstrate the features and benefits of Company instrumentation to Clients.
- Set demo session with the potential customer to convert real customer
- Meet Clients requirements (responsive, schedule conscious, etc.) and maintain relationship
- Attend and represent the Company at local and national exhibitions.
- Target Achievement is must, explain Clients about company and make them turn as customer with more profit.
- Responsible for maintaining & updating the company's website & social media.
- Coordinating telemarketing activity. Managing & maintaining product & data information within company systems.
- Involved in organizing planning and controlling exhibitions and promotional events.
- Booking advertisement space with local newspapers. Liaising on a daily basis with clients, customers and suppliers.
- Providing sales related assistance to sales executives.
- Meet & greets customer in a pleasant manner. Booking orders and collecting data from outsource.
- Preparing daily sales report & customer leads to the marketing manager.
- Identify, Manage, & develop new accounts, while maintaining existing sales.

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EDUCATIONAL QUALIFICATION:

1.Master of Business Administration (MBA) From VTU University India In-2014
2.Bachelor of Human Resource Development (BHRD) From Mangalore University In-2012
Computers Qualification: Proficiency in MS office, excel, power point, internet savvy etc.
Area Of expertise: VAT ERP SOFTWARE, MANPOWER SOURCING, Quick dice ERP software, MICROSOFT FUNCTIONS. SOCIAL MEDIA HANDLING, HRIS system.

SUMMER INTERNSHIP / WORK:

<u>1.TOPIC:</u>
A Study on Customer Satisfaction Towards Ideal Travels Company Pvt Ltd Mangalore on During Graduation Studies-2012
<u>2.TOPIC:</u>
A STUDY ON Training and Development TOWARDS NGO MANGALORE On During Graduation STUDIES-2012
<u>3.TOPIC:</u>
A STUDY ON CUSTOMER SATISFACTION TOWARDS H H CERAMICS COMPANY PVT LTD MANGALORE During MBA STUDIES-2014
<u>4.TRAINING:</u>
Successfully Completed Pearson's Purple Leap" Management Training Program During MBA Studies-2013

Language Known:	Level
English	Proficient
Hindi	Proficient
Arabic	Beginner
Malayalam	Proficient
Kannada	Proficient

Declaration

I hereby declare that the above information given by me is correct to the best of my knowledge and belief.

MOHAMMED HARIS