

# Assim Khanday



khanday.na114@outlook.com



[linkedin.com/in/assim-khanday114](https://www.linkedin.com/in/assim-khanday114)



+966-509004870



2509396863

## Summary

Operated in a leadership role for over 4 years. Continually teach and learn, while driving myself and the workforce to meet or exceed established goals. Obtained a challenging leadership position by applying creative problem solving and fine management skills, and to achieve optimum utilization of its resources and maximum profits. Detailed knowledge of business terminologies, Operational Processes, and standard practices. Committed and passionate with a focus on professionalism. An innovative technically savvy team player with a customer focus attitude, thriving in dynamic, challenging environments.



## Work Experiences

**Altema Contracting Industrial Services – Al Jubail (Nov 2021 – Present)**

### Data Analyst & IT Specialist

Designing and maintaining data systems and databases; this includes fixing coding errors and other data-related problems. Mining data from primary and secondary sources.

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Using tools to interpret data sets, and paying particular attention to trends and patterns are valuable for diagnostic and predictive analytics efforts.

Preparing reports for executive leadership.

Collaborating with Teams interconnected with Data Management and Analysis.

Identifying patterns and trends in data sets.

Defining new data collection and analysis processes.

Installation, support, and up-gradation of Work Stations.

Creating and maintaining users for several Work stations & system Software.

Regularly maintain and manage networking equipment.

HRMS management.

Maintaining company IT assets and inventory.

Creating purchase orders for hardware/software purchasing.

Communicating with vendors.

### Operations Specialist

Responsible to plan & manage all work orders, tracking the schedule and ensuring the job is executed on time and also closing the RFQ work orders once the job is completed.

Responsible for preparing weekly work order reports and communicating with the respective departments.

Conducting meetings on daily basis with Reporting manager, supervisors, and Operation Personnel, to review all new notifications, and work orders and prioritize as per the criticality of the job.

Preparing detailed scope of work as per recommendations before scheduling the job and ensuring to secure all required resources.

Visiting onsite to evaluate the job and ensure proper sequence of tasks in a work order with the required material, manpower, equipment, and other required outside services.

Close coordination and aligning with all teams and supporting the execution team by securing all resources to complete all emergency and high urgent jobs within the timeline.

Regularly following up to clear hold points in a work order with respective teams.

Follow up on a regular basis with Equipment, HR, and Workshop team to ensure all required stock is refurbished and for on-time delivery of critical materials.

Updating the management with timeline reports of ongoing and upcoming critical and major activities.

Create reports for Internal Teams.

Collaborate with team members to collect and analyze data.  
Use of Graphs, infographics, and other methods to visualize data.  
Establish KPIs to measure the effectiveness of business decisions.  
Analyze and Interpret Sales and Customer Data to determine purchasing patterns and market trends.  
Coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing.  
Maintains staff by recruiting, selecting, orienting, and training employees.  
Developing personal growth opportunities.  
Maintains workflow by monitoring steps of the process.  
Initiating and fostering a spirit of cooperation within and between departments.  
Completes production plan by scheduling and assigning personnel.  
Accomplishing work results, establishing priorities, monitoring progress, revising schedules, and resolving problems.  
Reporting results of the processing flow on shift production summaries.  
Maintains quality service by establishing and enforcing organization standards.  
Audits legal documents that can impact the company.  
Promotes a smooth delivery system for products and services going to clients.  
Supervises Recruiting Process.  
Handling purchasing.  
Managing the supply chain.  
Assisting with financial reporting.  
Engaged with office administration duties.  
Reviewing operational procedures to improve efficiency.  
Reporting operational data to GM as needed.  
Organize and attend official meetings as well as meetings for internal staff.  
Reporting project details and progress to the General Manager on a regular basis.  
Preparing Monitoring Database for all Projects.  
Responsible for Employee Joining & Offer issuance.  
Compliance with Purchasing, Procurement, HR & Logistics Team on daily basis.



## **Administrative Assistant**

### **Jaddarah Workforce Services Company**

Jun 2019 - Jun 2021 (2 years 1 month)

Setting goals for performance and deadlines in ways that comply with plans.  
Organizing workflow and ensuring that employees understand their duties or delegated tasks.  
Monitoring employee productivity and providing constructive feedback and coaching.  
Receive complaints and resolve problems. Maintain timekeeping and personnel records.  
Pass on information from upper management to employees and vice versa. Prepare and submit performance reports.  
Hire and train new employees.  
Ensure adherence to legal and company policies and procedures and undertake disciplinary actions if the need arises.  
Overseeing the hiring process, which includes coordinating job posts, reviewing resumes, and performing reference checks.  
Handling all Activities require for the Client. Allocation of Manpower in different locations. Handling timesheets and salary processing.  
Maintain relationships with consultants and clients.  
Coordinating with Consultants taking updates on manpower supply. Coordinating with clients update them about the required workforce.  
Reporting to the HR manager and updating him daily on Workforce transactions.

Maintain Manpower list, updating it based on Arrival and Departure of the workforce. Providing Logistics support and Accommodation for new arrivals.

Generating workforce requirements, and sending quotations to clients.

Keep Coordinating with clients to Generating Cash, and cheques for their invoices.

Updating employee's Leave Tracker and maintaining all the files concerned this. Updating Employees Data through Oracle

Preparing Payroll for the Employee's advance salaries and their ESB. Preparing Employees Salary Certificate and Employment letter.

Ensure effective partner servicing and management.

Create event-specific briefing documents for both internal and external use. Manage up to 1000 staff on daily basis.

Providing leadership to team members and the Organization in support of achieving the goals and objectives of the operations and achievement of the operating company per service level agreements.



## **Operations Officer Peregrine Guarding Pvt. Ltd**

Aug 2017 - Apr 2019 (1 year 9 months)

Driving continuous improvements in and outside areas of responsibility. Exhibiting strong skills to analyze and solve problems.

Support Process Excellence projects.

Analyzing and assigning projects, working with internal and external business partners.

Demonstrating exceptional proficiency in each of the Organizational Leadership Profiles at an individual level and strong proficiency at a leadership level.

Responsible for Hiring, Payroll preparation, and Administrative Support.

Attending Client meetings and taking note of any new advancements, and changes in respective area sites.

Invoice & Procurement look after.

Operating experience in the Workforce/Security & Software industry.

Invoice & Procurement expertise of Oracle BI HRM/CRM systems.

Providing training and development for staff.

Ensuring quality consistency across the assigned region and increasing sales and profitability.

Evaluating performance using key metrics and addressing issues to improve it.

Reporting to senior executives on progress and issues within assigned areas and Sites.

Assisting upper management in decisions for expansion.

Inspecting delivery sites to ascertain the appropriateness of contemporary conditions.

Formulating evaluative resources to guide fieldwork.

Collecting samples, where possible, for subsequent inspection.

Initiating Day, Night Site Checking to look after the Workmen assigned on Job.

Preparing Inspection reports, Incident reports, and reports to the senior executive team for further advancements.

Revising and creating novel implementations that cover shortfalls in extant initiatives.

## **Education**



**Baba Ghulam Shah Badshah University, Jammu**

Bachelor of Technology - BTech, Computer Software Engineering

Aug 2012 - Jul 2016

## Licenses & Certifications

 Data Analysis

 Web Development

 MS Office Applications

 Cybersecurity

## Skills

Human Resources (HR) • Microsoft Office • Oracle HRM • Project Management • Problem Solving • Leadership • Office Administration • Budget & Expense Reports • Procurement • Microsoft Excel