

# RESUME-Admin & HR assistant

## MUHAMMED SAHID CHATHOLI



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**Al-Khobar Saudi Arabia**



### Carrier objective

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A motivated administrative professional seeking a position in a challenging environment Over **8 (Eight)** years of experience successfully providing administrative and secretarial support to the operational department. Proficient in a range of computer applications. Well-developed communication and customer service skills. Proven ability to efficiently plan and manage multiple assignments to meet tight deadlines. A proactive problem-solver who gets the job done

### Profile Summery

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I am bringing experience in the area of Human resource dept. For the past **8 years**, I have been in a high responsible position in Saudi Arabia Besides HR /Managerial skills, I bring significant experience in project employees' evaluation. Having worked under Construction Companies. I have gained significant experience in the Arabian soil.

And I am an experienced administrative assistant with training in a wide range of office administration tasks. Able to work under pressure and collaborate with a team, providing information to clients and acting as liaison between departments

- Ability to work professionally
- Excellent communication & presentation skills
- Sincere and hardworking committed to Excellence
- Work independently and as a Team member
- Self-motivated and energetic

### Key Role & Responsibilities

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- ❖ Perform verification and check tasks before computerizing the data
- ❖ Perform editing, modification, and addition as per needs
- ❖ Generate reports daily/weekly and monthly basis
- ❖ Organize & maintain documents as per standard procedure of company
- ❖ Handle Desktop items such as Fax, Scanner, Comb binder and Photocopier

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- ❖ Make Travel/Hotel arrangements for Managers/employees for their Business Trips
- ❖ Follow up the matters with concerned customers/suppliers properly & constantly
- ❖ Co. ordinate with Supervisor/Dept. head in day-to-day activities
- ❖ Attend all other works related to Data Entry/Document controlling

## **Professional Experience**

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**Mar-2014 till to date**

**Brach Of Hitachi Ltd.**

**Presently working as a Project Admin & HR assistant Al-Khobar Branch.**

Hitachi is a one of the major leading construction company in KSA holding more than 3huge projects in K.S.A, presently I am working on **Jizan project** as a Project Asst: administrator. We had around 750 employees under the administration department to handle Project matters (internal & external) Government and civil activities of the Project, directly reporting to Project Manager regarding every aspect of dealings, coordination with HO MEP & **Hitachi**, organizing manpower requirement of Project need, monitoring Project cost, Payroll Staff/Labor for smooth running of Project Budget. Overall Supervision of Labor Camp affairs, Mess Management, Food & Water Supplies, Accommodation, Transportation, Utility Facilities, Medical & General checkup-keeping. Dealing with all staff and workers of **Hitachi** at site and Messing accommodation etc.

Maintaining the distribution lists for the project concerned Setting up and maintaining the project network space recruiting manpower (providing for project-specific information, e.g., history, project management information) Maintaining electronic copies of project files Coordinating the logistical needs and needs of new staff members Consolidating information for project meetings, as requested by the project manager Distributing information to nominated persons Arranging social functions.

Negotiating with project manager regarding requests for information liaising with the project support office regarding the standardization of information and liaising with Base Security Dept. For issuance of Security Gate passes for all manpower of Project Strength. Have fully potential to deal with all kinds of PR.

## **Duties & responsibilities at Branch of Hitachi Ltd.**

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### **Administrative Assistant**

- Able to coordinate and set up meetings.
- Monitoring the time management and schedule of direct managers /Managers
- Follow up the implementation of various administrative decisions issued by the Director
- Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work.
- Handling Petty Cash Account.
- File and retrieve corporate documents, records, and reports.
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.
- Bank Related works.
- Answer and direct phone calls
- Sending and receiving couriers
- Day two-day activities
- Booking and Managing Air tickets.
- Driving (If required)
- Logistic controlling (Transportation arrangement)
- Provides general Supports to Visitors
- Etc,etc

### **Human Resources Assistant**

- Provides payroll information by collecting time and attendance records.
- Submits employee data reports by assembling, preparing, and analyzing data.
- Maintains employee information by entering and updating employment and status-change data.
- Maintains employee confidence and protects operations by keeping human resource information confidential.
- Maintains quality service by following organization standards.

## **Education & Carrie Highlights**

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- VHSE (Board of Vocational Higher Secondary Examination, Kerala) at GVHSS
- SSLC (Board of Public Examination, Kerala) at GHS

## **Certification Course & Training Completed**

- Certified Professional in foreign accounting (CPFA) MJCFA1029-1112 APRIL 2012
- Diploma In computer Hardware & Networking #PRO/KER/27317 NOVEMBER 2009
- Indian professional accounting (IPA) I had successfully completed the tally financial accounting program with volume 1-IV at IPA Trissur with grade B
- Refrigeration in refrigeration & Airconditioning

## **Personal Details**

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Nationality	: Indian
Gender	: Male
Marital Status	: Married
Iqama Status	: Transferable
Language	: English, Hindi Arabic
Date of Birth	: 07/Jul/1990

## **Declaration**

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I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particular

Date: 08/22/2020