

OVERALL SUMMARY OF JOB RESPONSIBILITIES

Administration| Facilities| Support Services Officer:

- Monitoring and Controlling all sites related administration requirement and ensure standard are maintained.
- Arranging and Maintaining the Facilities Management.
- Respond to acquires and solve problems.
- Ensure the completion of administrative tasks.
- Develop and build positive relationships with employees.
- Monitor inventory of office.
- Office Supplies and the Purchasing of new materials with attention to budgetary constraints.
- Confuct orientation and training as per work and clients requirements.
- Ensure all the employees obey the rules and regulations at site.
- Coordinating and Controlling the time keeping activities
- Coordinating the labour supply contractors for shift changing timing status and duty times.
- Coordinate with head office airport pick and drop finger print visa medical etc.
- Handling petty cash for site expenses.
- Monthly invoices varification (water, skip, medical).
- Confuct orientation Training and interviews as per requirement of clients for new comers.
- Issuance of overall daily Manpower report.
- Maintain the visa's manpower status,hiring, de-hiring training and skills wise record of employees.
- Arrangmenys for locally manpower Transfer as per requirement of projects.
- Issuance of Daily Strength report.
- Attendance Management.
- Monthly Payrolls Attendance.
- Employee Clearance and final settlement.

Logistic and Transport Officer

- Ensure implementation day-to-day activities of transportation.
- Services work load schedule task and other related functions.
- Maintain and Manage all database relating to transportation activates.
- Ensure compliance of safety standards in transportation function.
- Ensure maintenance of vehicles in good running condition.
- Manage supervise and monitor fleet operation.
- Keeping information regarding the various routs of transportation and assist in the recruitment of driving staaf as required.

Accommodation Officer | Camp Boss

- Arrange repairs and maintenance of the facilities and residential accommodation.
- Day-to-Day Coordinating with Catering Management for the arrangement for food.
- Maintain staff and workers accommodation data.
- Maintain office facilities and accommodation inventories.

- Varification of invoices raised by the vendors of Rental manpower.
- Housing/Camp resources (Both humans and materials).
- Ensure effective security arrangements at housing and Camp(s).
- Ensure appropriate housekeeping in the whole premises of housing/Campus for the provision of hygienic living environment.
- Ensure provision of purified drinking water in housing/Camp(s).
- Responsible for the timely fulfillment of basic living needs (like beds, pillows, bedsheet, pillow cover, blankets, wardrobes etc) for employees (Staff and labours) living in housing/Camp(s).
- Conduct regularly inception to ensure cleaning and the respect of housing rules and regulations as well as the good use of assets.
- Appropriate actions taken against undisciplined residents.
- Update records (Both) Maintenance and occupancy.
- Timely and accurate reporting.
- Relationship with vendors and monitoring of vendors providing services.
- Arrangments of planned events at decided location/ Site.
- Ensure the update records of furniture and fixtures like inventory.



KINGDOM OF SAUDI ARABIA

Jan-14 To Date

Specialized Industrial Services Co.Ltd. (SISCO), Sweet Water Pipeline Abqaiq(Aramco Project), Saudi Arabia



PROJECT ADMINISTRATOR AND CAMP IN-CHARGE JAN 2018-JULY 2018

- Specialized Industrial Services Co.Ltd., Petro Kimiya Jubail.
- Project Administrator March 2017-May 2017
- Specialized Industrial Services Co.Ltd(SISCO), Yanbu YASREF (Aramco), Yanbu.
- Project Administrator and Camp in-charge June 2017-Dec 2017.



ELMEC CONTRACTING COMPANY LTD(AL-JAFALI GROUP), TURAIF JGC, SAUDI ARABIA

Senior Project Administrator Aug 2016-Feb 2017

- Elmec Contracting Company Ltd(Al-Jafali Group), SBG, Makkah, Saudi Arabia.
- Adminstrative Officer Jan 2014-July 2016.



QATAR

Oct-07-Dec-12

Descon Engineering Qatar L.L.C Qatar



- Descon Engineering Qatar.L.L.C Qatar, Dukhan Cement Factory,Qatar.
- Administrative Supervisor Nov 2007-Dec 2008.
- Descon Engineering Qatar L.L.C Qatalum Aluminium, Qatar.
- Project Administrator and Transport In-charge Jan 2009-April 2010.
- Descon Engineering Qatar L.L.C Qatar Gas.
- Adminstration Officer/Transport In-charge 2010-May 2011.



- Manage and investigate the causes of empty absenteeism.
- Monthly invoices verification for Laundry Catering , Villa's and labour accommodation etc.
- Ensure the smooth running of accommodation facilities including the safety and well being of residents.

- Descon Engineering Qatar L.L.C Dolphin Energy Qatar.
- Transport and Project Administrator June 2011-Dec 2012

PAKISTAN

Sep-06 To Oct-07

Descon Engineering Ltd Pakistan

- Discon Engineering, Mapleleaf Cement Factory Mianwali, Pakistan.
- Assistant Timekeeper June 2007-Sep 2007.
- Descon Engineering Ltd Pakistan, Mangla Dam, Pakistan.
- Administration Assistant/Senior Timekeeper Sep 2007-Oct 2007.