

ABDUL ASHIQ

Project Coordinator

PROFESSIONAL OBJECTIVE:

An experienced professional who possesses the required level of strong initiative, motivation and drive needed to achieve long-term success, now looking for a respectable and challenging position in a dynamic company of motivated and hardworking professionals who are committed to delivering high quality engineering and environmental services in order to increase my ability for the prosperity and my personal skills so that I can pursue and achieve the goals and the targets of the organization with professionalism and experience.

PROFILE SUMMARY:

Highly adaptable relationship builder, communicator, problem-solver, and cross-functional/ organizational leader with a career narrative of driving business outcomes through effective project management. Regularly called upon to rescue and deliver Tier 1 ERP projects across the finish line by engaging with key stakeholders, understanding business objectives, aligning project resources, and planning and executing strategic and tactical priorities.

EDUCATIONAL QUALIFICATIONS:

Bachelor of Engineering in Mechanical Engineering from AVIT Tamilnadu, India.

COMPUTER PROFICIENCY:

- Designing software such as Solid Edge V20, Autocad (2D & 3D), ANSYS V10.
- MS OFFICE (MS Project, MS Excel, MS word, MS PowerPoint, MS Outlook)

PERSONAL SKILLS & ATTRIBUTES:

- Good working knowledge of Excel.
- Good knowledge of standard forms of contract.
- Proficient in reading drawings, specifications and knowledge of construction process.
- Excellent written and verbal communication skills (English); Good supervisory skills.
- Have good attention to detail to ensure / verify accuracy of data.

PROFESSIONAL SKILLS:

Relationship Building | Active Listening | Negotiations | Collaboration | Conflict Resolution | Process Evaluation | Executive-Level Presentations, Communication, & Reporting | Change Management | Sales Enablement Resource Management | Budget Management & Finance | Project Management | Customer Service | Client Communication

Work Experience:

Company : Renewable Technical Contracting LLC.
Position : Project Coordinator
Project : REPDO ROUND2 Jeddah Noor PV Plant 300MW
Client : Larsen & Toubro Limited
Duration : August 2021 Till April 2022

Client : Kobelco Solvay T/A
Company Name : Expertise Contracting co.
Project. : Major Overhauling of process air centrifugal compressors
Designation. : Project Coordinator
Duration : January 2020 Till May 2021

Client. : Yanpet Sabic
Company : Expertise Contracting co.
Project : Sea water pump overhauling

Designation. : Project Coordinator
Duration : March 2018 Till October 2019

Duties & Responsibilities:

- Coordinate project management activities, resources, equipment and information
- Break projects into doable actions and set timeframes
- Liaise with clients to identify and define requirements, scope and objectives
- Assign tasks to internal teams and assist with schedule management
- Make sure that clients' needs are met as projects evolve
- Help prepare budgets
- Analyze risks and opportunities
- Oversee project procurement management
- Monitor project progress and handle any issues that arise
- Act as the point of contact and communicate project status to all participants
- Work with the Project Manager to eliminate blockers
- Use tools to monitor working hours, plans and expenditures
- Issue all appropriate legal paperwork (e.g. contracts and terms of agreement)
- Create and maintain comprehensive project documentation, plans and reports
- Ensure standards and requirements are met through conducting quality assurance tests
- Built relationships with the client team to quickly understand requirements and business objectives. Advised client stakeholders at their request on key resource changes to jumpstart project pace and ensure timely completion.
- Managed offshore development teams. Mentored and coached internal and client teams to achieve project targets.
- Standardized, simplified, rationalized, and organized project reporting to improve execution.
- Earned discretionary bonus for work accomplished on challenged projects.
- Performed consultant reviews and provided client feedback on performance.

Managed Staffing Inc. (Part time)
Full Cycle Recruiter/Coordinator and Talent Acquisition

- Deliver recruiting expertise and seamless support to high profile, diverse industry clients in acquiring top talent
- Lead the full recruitment life cycle, from sourcing strategies, talent recruitment, and acquisition to interview preparation, offer negotiation, and on-boarding.
- Interviewing low-end, mid, and high-end profiles and hire the right employees
- Businesses hiring full cycle recruiting
- Managed hiring/recruitment for sister companies
- Plan and execute the entire recruiting process from start to finish.
- Worked and assisted new hires
- Internal and external hiring
- Used recruitment platforms including LinkedIn, ATS, Boolean searches, networking, and referrals
- Drove performance improvements and profitability increases in targeted accounts within the company's portfolio.
- Daily activity update of submittal, interviews, and hires to be sent to account manager

Functional and Behavioral skill set:

Positive attitude, flexible, aggressive, excellent communication skills, extrovert, inquisitive, team player, enthusiastic, active listener, learning attitude.

Personal Details:

- Nationality : Indian
- Marital status : Married
- Linguistic Known : English, Hindi, Arabic.
- Iqama Number : 2480731559





