**RESUME**

**HAIDAR ALI AHMAD**

**MAIL ID-** [**haidar.ali1900@gmail.com**](mailto:haidar.ali1900@gmail.com)[**/haidar.ali190@gmail.com**](mailto:/haidar.ali190@gmail.com)

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**CARRIER OBJECTIVE:**

To achieve a great success in organization through positive attitude, hard work, dedication, delivering of my Capabilities and to prove myself in the organization

**EDUCATIONAL QUALIFICATION:**

* 10th Passed from Jharkhand Academy Council, Ranchi in year 2004.
* 12th Passed from Jharkhand Academy Council, Ranchi in year 2006.
* Graduation from Vinoba Bhave University, Hazaribagh in year 2009.

**PROFESSIONAL QUALIFICATION:**

**Computer Awareness**

* Good Knowledge of MS office (MS word, MS Excel, MS PowerPoint and outlook).
* Usage of Internet Applications like Team Viewer.
* Installing and configuring the peripherals, components and drivers.
* Installing software and application to user standards.
* Troubleshooting of personal computers.
* Good Knowledge in all Window and Out Look and internet

**WORK EXPERIENCE:**

* Current Employee Manar Al Omran KSA as a Transport coordinator cum admin officer form 12 Nov 2014 to till now.
* Worked in A.G. Enterprises as a HR Recruiter overseas recruitment cum Admin Assistant From 2nd Dec to 10 Nov 2014.
* Worked as a HR Recruiter overseas recruitment cum Admin Assistant in Arbab Travel Services form Jan 2011 to Nov 2013.
* Worked as a Logistic Coordinator cum Admin Officer in Trackon Courier PVT Ltd. from Jun 2006 to Aug 2010

**Current Employee**

**Manar Al Omran**

**TRANSPORT COORDINTOR CUM ADMIN OFFICER**

**Duration – Nov 2014 to Till Now** [**http://www.manar.com.sa/**](http://www.manar.com.sa/)

**Roles & Responsibilities Transport Department:**

* Coordinate with site management the movement of vehicle and other transportation assets.
* Check vehicles for servicing requirements and/or damage and coordinate with workshop for repair
* Keep documents such as registration insurance, road permits, vehicle log management trip.
* Daily inspection reports etc.
* Receive all phone calls from drivers any hour in day or night.
* Track routes to assure on time deliveries to enterprise customer.
* Review and arrange all transportation paperwork inclusive of driver logs, DVIR’s, trip reports and invoices.
* Record accurately tractor mileages essential for fuel tax monthly and quarterly reporting
* Review driver’s hours properly and submit apt timecards to payroll.
* Handle client concerns and direct problems to suitable parties.
* Record driver concerns along with policy violations and direct main issues to Transportation Manager.
* Support management team to supervise transportation personnel.
* Coordinating office activities and operations to secure efficiency and compliance to company policies
* Supervising administrative staff and dividing responsibilities to ensure performance
* Communicate & follow up with Transporters to provide the required trucks to meet the transport plan
* Coordinate with Warehouse Operations on moving trucks on the loading bay
* Communicate with Customers to provide operational status/updates and any related issues
* Meet drivers at the reception, check required documents are completed; deal with any driver inquires, and coordinate with the Yard Man and Store Keeper.
* Ensure all trucks meet the company standards and are in good condition.
* Coordinate with the next shift team to handout any unfinished work/ pending jobs and ensure a steady work flow
* Conduct inspection reports at the yard and loading bay.

**Roles & Responsibilities Admin Department:**

* Handling high level customer’s visit
* Food menu preparation with calories in consultation with the caterers
* Co-ordinate with different stake holders in organizing events related to Organizational requirements, specific requirement relevant to technical departments
* Responsible for tracking statutory compliances related to facility services
* Responsible for maintenance of equipment related to facility services
* Budget management and budget tracking
* End to end employee transport and cab services
* Responsible for monitoring vehicle and driver documents
* Responsible for pest control services
* Responsible for meeting room maintenance, stock maintenance of facility services including purchase requests, follow procurement guidelines, monitor service quality
* Responsible for processing the invoices related to facility services
* Ensure the Reception is maintained at Higher standard as per requirement
* Responsible for tracking the stationery items, monitor the consumption and manage the cost as per requirements
* Support travel, Visa process, ticketing & hotel accommodations
* Handling all store mechanical, Electrical, and Civil stock and inventory.
* Responsible for plant Id & personal Id section and punching attendance.
* Process new employee visa medical and ATM request.

**Previous Employer**

**AG Enterprises**

**HR Recruiter Cum Admin Assistant**

**Duration – Dec 2013 to Nov 2014** [**http://www.ag-enterprises.com/**](http://www.ag-enterprises.com/)

* Maintain accurately recruitment request databases, to be reviewed on weekly basis by the Senior Officer.
* Processes all incoming and outgoing transmittals, letters and other documents the same day as received.
* Ensuring that any documentation associated with testing and commissioning, close-out and head maintaining office notice board, distribute daily mail to office staff if it is necessary.
* Ensuring that the database are kept up to date with accurate and complete information in accordance with any changes which have taken place in order that this information can be used by other team members
* Maintaining the schedule of meeting.
* To assist in recruitment i.e. from inception to hand-over of a finalized applicant pack and liaise closely with recruitment officers on all recruitment activities
* Provide horizontal support to the recruitment team, in terms of screening CVs, short listing them and dispatch to the user department.
* Ensuring that all information is accurate and processed on time.
* Verification of prescribed rates prior to floating request for Quotation / CVs. Evaluate bidders’ list in conformity with job description (to ensure fair invitation).
* Recruitment and Selection.
* Coordinate with HR Manager.
* Candidate reference check after selection.
* New Joining Formalities.
* Compensation & Benefits.
* Orientation and Induction.
* Exit interviews.
* Grievances Handling.
* Full & Final Settlement documentation and process.
* Performance Management.
* Coordinating with process department and Reply to candidate
* Reporting to HR Supervisor and HR Manager
* Coordinating with colleague and give feedback to supervisor and did his all pending work
* Complete every task and reporting to the Manager
* Reviewed and processed executives’ mail.
* Handled telephone enquiries and prioritized urgent calls.
* Scheduled and arranged meetings and parties; prepared and distributed meeting materials.
* Coordinated in arranging business travel; prepared travel and expense reports.
* Maintained and updated clients database.
* Maintained files in accordance with departmental policies and guidelines.
* Arranged mobile & network connection, stationary items, Couriers distribution and notice board etc.

**Previous Employer**

**ARBAB TREVEL SERVICES**

**HR Recruiter Cum Admin Assistant**

**Duration – Jan 2011 to Nov 2013** [**http://www.arbabindia.com/**](http://www.arbabindia.com/)

**Roles & Responsibilities:**

* Full & Final Settlement documentation and process.
* Performance Management.
* Search the candidates on job portal and through references.
* Short listing the CV’s of the candidate as per requirement.
* Scheduled the candidates or the interview.
* Ensure the candidates complete documents for Visa Processing.
* Attainting visitors management & office Guests.
* Handling the Phone calls ( Both Incoming & Outgoing )
* Responsible for Couriers
* Taking care of Fax, EPBAX & Scanner.
* Coordinating with the vendors & Housekeeping & Pantry management
* Maintaining Records of Courier, fax & calls.
* Celebrating Birthdays of Employees. & Maintaining Welcome Board.
* Coordinating with HOD and Candidates for interviews.
* Arranging Sim card for New Joining
* Responsibility for development & implementation of efficient office systems
* Sending mails/Letters of MD & Plant Head
* Coordination between Sales /Marketing & Plant HR.
* Taking Care of the day to day Admin activities of the organization.
* Contacting selected candidates and preparing employment offer letters.
* Making arrangements for visas and flights for selected candidates and assisting them with their accommodation, allocation and transportation.
* Assisting Administration manager/ Handling secretarial job. / Handling secretarial job/ Handling incoming calls/ maintaining personnel files.
* Arranging appointments of candidates with the HR Manager and other department heads for interviews.
* Contacting selected candidates and preparing employment offer letters.
* Making arrangements for visas and flights for selected candidates and assisting them with their accommodation, allocation and transportation.
* Assisting Administration manager/ Handling incoming calls/ Handling secretarial job/ maintaining personnel files.
* Attending meetings with department heads to discuss their manpower requirement.
* Liaising with selected candidates for documentation to arrange an employment visa and work permit.
* Contacting line managers for the site allocation before the arrival of new staff.
* Reviewed and processed executives’ mail.
* Handled telephone enquiries and prioritized urgent calls.
* Scheduled and arranged meetings and parties; prepared and distributed meeting materials.
* Coordinated in arranging business travel; prepared travel and expense reports.
* Maintained and updated clients database.
* Maintained files in accordance with departmental policies and guidelines.
* Arranged mobile & network connection, stationary items, Couriers distribution and notice board etc.

**Previous Employer**

**TRACKON COURIER PVT LTD**

**Logistic Coordinator Cum Admin Officer**

**Duration-2006 to 2010**

**Roles & Responsibilities:**

* Ensuring that all orders are delivered on time by following up with suppliers if they are behind schedule Handling all types of compliance like client complain or branch complain
* Coordinating with vendors to arrange shipping schedules, methods, and pricing
* Managing employees by providing training in effective work habits and performance techniques
* Forwarding quotation to new client and dell with him
* Overseeing warehouse operations, including employee hiring and training, inventory management, and waste disposal
* Coordinating with shipping companies to arrange pickup and delivery of goods
* Plan and monitor inbound and outgoing deliveries
* Keep track of stock levels, delivery times, transport costs and efficiency
* Couriers are typically responsible for loading and unloading cargo on their own.
* The duties assigned to couriers vary from place to place.
* Couriers often accept payment for packages or delivery fees upon arrival
* Provide vehicles to deliver packages to their specified locations.
* Ensure documents are delivered and entered accurately
* Perform mailroom organization duties
* Coordinate of incoming and outgoing mail & calls.
* Communicate with central office through a mobile or mail.
* Operate vehicle for the delivery of mail, supplies, products, and materials
* Maintain route supply inventory to ensure prompt delivery of products to customers
* Provide essential customer service by giving the required information
* Maintain delivery records
* Managing the entire inventory.
* Supervising warehouse staff and daily activities
* Tracking and coordinating the receipt, storage, and timely delivery of goods and materials.
* Maintaining records, reporting relevant information, and preparing any necessary documentation.
* Communicating and coordinating with other departments and customers.
* Daily monitoring the shipments with vendors
* Updating day by day information into the system
* Time-to-time updating the local and destination customs regulations
* Assisting team to prepare the export/Import documentations
* Making daily, weekly and monthly Google trackers
* Negotiate with external vendors to secure advantageous terms.
* Track and report key functional metrics to reduce expenses and improve effectiveness.

**PERSONAL DETAILS:**

Father’s Name : Late. Shamim Ahmad

Date of Birth : 12 March 1986

Sex : Male

Marital Status : Married

Nationality : Indian

Language Known : Eng/Urdu/Hindi/Arabic

Religion : Islam

Strength : Hard working & Sincere

Hobbies : Playing Cricket, Reading Books, Net surfing

**Passport Details**

**Passport No : T5194797**

**Issue Date : 10/07/2019**

**Expiry Date : 09/07/2029**

**Place of Issue : Jeddah**

**DECLARATION:** I do by declare that all the information stated above is true and correct to the best of my knowledge and believe.

Date:

Place: (HAIDAR ALI AHMAD)