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| **PERSONAL PROFILE** | **Arshad Javed** |
| **MUHAMMAD ARSHAD JAVED** |
| **POSITION – ADMINISTRATION MANAGER/TEAM LEAD** |

**OBJECTIVE**:

Seeking a job **position** of **administrative** manager where I can make best use of my strong leadership ability, good decision making skills and **administration** knowledge for the improvement of the productivity. My previous work experience should also assist me in contributing to the perfection of the job performance

Proven track record working with strict guidelines for a total period of 23 years of experiences in Gulf (Saudi Arabia, United Arab Emirates) and Pakistan

**QUALIFICATION:**

Master of Islamic Studies (University of Karachi Pakistan **1995-1996**)

**Advance English Language – 2 Years Diploma** (American Culture Centre-Karachi-**1997-1998**)

Bachelor of Arts (Islamia University Bahawalpur Pakistan) - 1991

**TECHNICAL SKILLS:**

**SOFTWARE SKILLS:**

* **Operating System:** MS Windows XP , 2007-10
* **ERP Operation** Crebri Technologies
* **Applications:** MS Office (Excel, Word, Power Point)

ERP-Oracle, Manpower Planning, Timekeeping and HRMS modules.

MS Outlook,

**PREFESSIONAL SKILLS:**

* Project Management
* Administrative planning & scheduling
* Departmental budgeting
* Written and verbal communication skills
* Supervisory Skills
* Scheduling and planning
* Leadership Skills
* Organizational skills
* Administrative writing and reporting skills
* Team Building & management

**CREDENDIALS:**

* **One Year IT Diploma:** One-year diploma in software from New Goodwill Computer Inst. Karachi
* **Diploma in HR:** Nadia Institute of Training Abu-Dhabi UAE.

**CERTIFICATIONS:**

* **ISO -9001-2008:** Quality Management System Requirements

Moody International, Dubai (UK Based)

* **UAE Labor Laws:** Dubai Institute of Business Management
* **Behavioral Based Safety:** Office based Safety Course
* **Effective Proposal Management: Three-day workshop organized by Descon Head Office**

**TEAM Building Site Admin & Time keeping**

* In Sendan, Conducting the team building trainings for the Site Admin & Time keeping staff

**EXPERIENCE:**

* **Having 23 Years’ Experience in Administration / Time Office/Site ID.**
* SENDAN INTERNATIONAL COMPANY LTD (KSA) – **4 Years**
* DESCON ENGINEERING (PAKISTAN) – **6 Months**
* DESCON ENGINEERING (U.A.E) – **5.5 Years**
* Talat Medical Group (Abu Dhabi - U.A.E) – **3 Years**
* Punjab Irrigation and Drainage Authority, Punjab (PAKISTAN) – **3 Years**
* International Irrigation Management Institute UNDP (U.N.O) Project (Lahore-Pakistan) -**2 Years**
* Pakistan Air Force (PAKISTAN) - **5 Years**

**Designation - Superintendent Administration**

**Position** Lead Site Admin/Timekeeping, Central ID and Corporate Manpower Planning

**Sendan International Company Ltd (KSA) (Jan 2017 to date)**

**Main Responsibilities:**

* Maintains administrative staff by recruiting, selecting, orienting, and training employees.
* Supervises clerical and administrative personnel by communicating job expectations, appraising job results, and disciplining employees.
* Sets policies and procedures for training, coaching, counseling, and career development for staff.
* Initiates and coordinates goals, deadlines, and projects for their department.
* Develops and implements policies and procedures to improve operations and function of the department.
* Monitors and procures needed supplies for office, reception, mailroom, and kitchen.
* Ensures a safe, secure, and well-maintained facility that meets environmental, health, and security standards.
* Manages the maintenance and repair of machinery, equipment, and electrical and mechanical systems.
* Handling of major plant services jobs as Site Admin
* Handling of Plant IDs in the entire Plant Services, Construction, Scaffolding, Civil & E&I Divisions
* Ensure the Site Facilities Mobilization & Demobilization
* Manpower mobilization & Demobilization as per plan
* Equipment mobilization & demobilization as per plan
* Managing the 30+ running sites where 4000 manpower is working
* Site Administration & time keeping
* Managing through a strong team spirit the Site ID for Aramco / SABIC on different locations in the Jubail, Yambu, Jazan, Khafji
* Dispute resolution
* Site Discipline
* Time Office Management
* Interaction with Saudi Kayan, Kemya, Berry Gas, E Tech, JGC, Aramco client by attending meetings on behalf of the company.

**Major Shutdowns as Lead Site Admin:**

* Annual Turn Around of DBN – Yansab Plant in Yanbu-2018 Worth **109** **Millio**n / **1600** Manpower
* Ibn-e-Sina S/D April-2018 - Worth **7 Million** / **400** Manpower
* Replacement of Cold Box – Petro Kemya Plant -**2019**– Worth **35.5 Million** / 6**00** Manpower
* AR Razi S/D – 2021 – Worth 7 Million – **300 Manpower**

**SABIC CLIENTS:**

* Razi, Petro Kemya, Sadaf, Sadaf Salt, Sab Tank/Port, Hadeed, Safco, Ibne-Zahr, Maadan Aluminuem, Maadan Gold, Mansoorah, Yansab, Yanpet, Farabi

**ARAMCO CLIENT:**

* Berry Gas, Ras Tanura, Gosp-4. Gosp-5 Huwaiyah, Abqaiq, Sufaniya

**Designation :** Officer PP&A

**Descon Engineering Limited, Lahore Pakistan (Sep 2012 to Mar 2013)**

**Main Responsibilities:**

* **Local Projects Manpower Planning / Recruitment & Staffing**
* Manpower hiring & mobilization for almost 10 running projects in Pakistan which includes civil constructions / mechanical construction / Hydro Power projects / constructions of roads / Dams / Canals & Karachi Necular Power Plant (KANNUP) electrical project
* Successfully managed all pension cases of Descon Engineering Limited during the tenure
* Successfully managed matter relating to EOBI / Social Security of all staff almost 10000 plus manpower
* Successfully managed all legal issues / cases filed by different employees or other lined agencies
* Manpower mobilization to UAE

**Designation** Senior Officer – Project Personnel & Admin

**Position** Senior Officer – Project Personnel & Admin

**Descon Engineering P-1335-IGD Habshan Process project UAE (Sep 2010 to Aug 2012)**

**Main Responsibilities:**

* As Lead Manpower Coordinator I performed the following roles of “Administration & Personnel Management”:
* Implementation of the company policies, rules and standard operating procedures.
* To ensure the application of UAE Labor Laws in Personnel Management & Administrative issues.
* To arrange (EID) Emirates identity card for new employees and also renewal on visa expiry. Also collect Work permits (labor cards) from Head office and distribute to employees for personal identity.
* Arrange CV’s of management and Non-Management staff to submission client’s requirements
* Coordination with Sub contractors for day to day matters.
* Maintain housekeeping and look after maintenance of the company offices.
* Public dealing, dispute handling and ensuring office discipline.
* To perform the social responsibility and welfare of the employees (Annual Sports Gala etc).
* Coordination with Head Office for the execution of routine activities.
* Recruitment and hiring of the personnel for ongoing projects.
* Verification of medical bills & other bills and distribution for charging to various cost centers.
* Verification the monthly invoices of the sub-contractors as per approved LPO term and conditions.
* To arrange daily medical checkup for personals and also arrange visa medical for new visa and renewal as per requirement of UAE labor law.
* To arrange Health Insurance cards for employees and for new visa and renewal before expire and per the requirement of UAE labor law.
* Ensure the timely renewal of the manpower security passes before their expiry. Coordination with Musaffah admin dept. for apply CNICPA department.
* Resource and manpower mobilization for their placement at concerned sites.
* Processing the resignations of the management as well as non-management staff along with exit interviews.
* To process visa cancellations and arrange the (ESB) end service benefits of employees upon completion of their service.
* To handle the petty cash for general admin expense.
* Arrange and process the performance appraisals of the management as well as non-management staff.
* Handling the distribution of stationary items with in the company offices.
* Ensuring the maintenance of photocopy machines for their effective functioning.
* To maintain the overall telecommunication system of the company offices as well as residential camp.

**HR Generalist Executive (R&S)**

**Descon Engineering Abu Dhabi UAE – Oil & Gas Sector (Mar 2007 to Aug 2010)**

**Main Responsibilities:**

* Identifying and developing the manpower requirements with the coordination of planning department.
* Developing the final manpower deployment plan by synchronizing with project and shutdown life cycle.
* Recruitment & selection of manpower from local and overseas sources i.e Pakistan, India, Nepal, Bangladesh, Philippine, etc.
* Completion of documentation and formalities for the processing of Visa as per requirement and procedures of Embassies.
* Coordination with Manpower agents in different Countries, Head Office in Pakistan and Project Site for documentation, visa information sharing and to pursue mobilization and cope up the manpower shortfalls.
* Monitoring and follow up the visa issuance process in minimum possible time to achieve the target of manpower mobilization as per plan.
* Manpower mobilization/deployment at project sites along with completion of all their legal formalities.
* Initiate the process of manpower mobilization/transfer from one site to another as per requirement of site management.
* Analyzing the visa and mobilization cost in compliance with the budget of project.
* Forecasting the Direct / indirect Manpower of all the construction projects.
* Keeping the liaison with Project Managers / Site Managers to update the manpower requirements.
* Process the cases of Resignation and Termination.
* Ensuring the timely issuance of Appointment Letters, Transfer Letters, Salary Revision & Promotion Letters and Project Assignment Slips.
* Developing the manpower demobilization plan as per the project and shutdown life cycle and organizing the smooth transfer or demobilization as per the further requirements.
* Ensure the implementation of Company Policy and Standard Operating Procedures (SOPs) in compliance with UAE Labor Law.
* Monitoring the Personnel and Administrative issues of project site and facilitating the Site Administration for better working environment and smooth implementation of Company Policy and UAE Labor Law.
* Maintaining and analyzing the attendance record system.
* General Administration and Camps, provision of grade wise facilities to the employees as per company Facilities Entitlements Worksheet (FEWS).

**Admin Officer**

**Talat Medical Group Abu Dhabi - UAE (Feb 2004 to Mar 2007)**

**Medical / Health & Insurance Sector**

**Main Responsibilities:**

* Overall Administration & Operations of the Medial facility
* Daily out patient handling
* Daily cash flow handling
* Dealing with clients, invoice submission, payable receivable
* Dealing with client, invoice submission, receivebales
* Purchasing & managing the pantry items
* Dealing with insurance companies regarding new business
* Submission of monthly invoices & follow up for payments
* Dealing with all insurance matters of staff
* Advertisement of ad for recruitment of staff
* General maintenance
* Disbursement of salaries and handling Petty Cash

**Superintendent**

**Punjab Irrigation & Drainage Authority, Punjab (Jan 2001 to Feb 2004)**

**Irrigation Department**

**Main Responsibilities:**

* Overall Office Management
* All administrative, staff issues
* Leave entitlement / approval
* Looking after their Compensation & Benefits
* Raising of Annual Appraisals
* Arrangements for Recruitment & Selection of manpower as per requirement
* Sending the draft to the advertising agency for designing and costing
* Finalizing ad for publishing
* Selection of staff through advertisement in newspaper
* Preparation of offer letters & sending to suitable candidates.
* Joining report
* Supervise the payroll
* Approval of purchase of Stationery / pantry items

**Social Organizer**

**International Irrigation Management Institute AUNDP, Punjab (Jan 1999 to Dec 2000)**

**Research N.G.O**

**Main Responsibilities:**

* Collection of Data from lined agencies
* Collection of Data from local community
* Research at gross root level to probe the root cause analysis of poverty
* Conducting Semi Structure Interviews from Common community
* Conducting of interview with the lined agency professionals
* Data Analysis on the base of interviews

**HR&A Assistant**

**Pakistan Air Force Intermediate Collage Masroor Karachi Pakistan (Apr 1993 to Dec 1998)**

**Armed Forces**

**Main Responsibilities:**

* Advertisement of Manpower requirement in the newspaper
* Receipt of Cvs
* Review & short listening
* Initial telephonic interview
* Preparation of final short listening
* Conducting of Final interview with the Selection Committee
* Sending offer letters / service agreement
* Final Documentations
* Annul Appraisals
* All administrative arrangements
* Receiving of Telephone calls / PA duties

**Other Skills:**

* Strong Organizational and Record Keeping Skills.
* Strong Written Communicational Skills.
* Entrepreneur spirit to fill vacancy and Expert Level Computer Literate.
* Software Programming Concepts.
* Eager to learn new task and procedure and absorb information.
* Ability to work long hours.

**Personal Information:**

Father Name : Rashid Ahmad

Date of Birth : March 01, 1972

Religion : Islam

Nationality : Pakistani

Martial Status : Married

Passport No : CS 8679713 Expire on: 05-10-2025

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Whatsapp + IMO : 00966531690035

Personal Mobile-KSA : +966-54-1853787

**Languages:**

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| --- | --- | --- | --- |
| **Languages** | **Read** | **Write** | **Speak** |
| English | Expert | Expert | Expert |
| Urdu | Expert | Expert | Expert |
| Arabic | Beginner | Beginner | Beginner |
| Punjabi | Expert | Expert | Expert |

**References:**

Will be Provide on requirement