



Profile Summary

A Qualified **Master in Business Administration (MBA)** from (Hazara University Mansehra Pakistan) Working as **Senior Document Controller Cum Administrator**.

Total Experience: 8 Years and above

K.S.A Experience: 5 Years and above

Senior Document Controller /Administrator -Recruitment/Operations Coordinator& Admin Assistant

Contact

soberfahadi@gmail.com

0572025904 & +923335048519

Core Competencies

- Excellent communication skills
- Self-motivated
- Time management skills
- Decisions and take appropriate actions
- Team Building & Leadership

Soft Skills

- Hardworking ★★★★★
- Problem Solving ★★★★★
- Communicator ★★★★★
- Conflict management ★★★★★
- Thinker ★★★★★

IT Skills

- MS Office
- Oracle, SAP & PeopleSoft

Language Skills

- English
- Urdu
- Punjabi
- Arabic

Organizational Experience

Feb-2019-Present

Senior Document Controller /Administrator (Al Kifah Holding Company)

(Supervision: Royal Commission -Ras Al-Khair - Project- Bachelor Housing for **Saline Water Conversion Corporation**)

Role:

- Established a totally electronic database and numbering system for Project (Client) & Served as the contact person for Consultants & Contractors, etc.
- Manage the Document Control function ensuring maintenance of QA standards and filing systems documentation in accordance with prescribed procedures.
- Responsible for Reporting maintaining and controlling documents and records related to all operational functions and projects.
- Prepare Transmittals & Submittals for (RFI, MIR Drawings, Material approval, Technical Queries, Quantity survey, Method of statement, FDT etc) and submitted on time for inspection and follow up with consultant for approval.
- Maintaining & Updating Internal Log for material Submittal, SPR, P.O, RFI, MIR Transmittal, Quantity survey, Planning, Drawings & Technical Queries.
- Responsible for Submission and retrieval of records related to all operation function & project by using the internal systems, tools & software.
- Preparing Site Purchase Request, Follow up for P.O, Quotation.
- Preparing daily manpower & Equipment Reports for Client.
- Register the incoming documents by Received stamp with corresponding date at the time receipt and register the subject documents in the document control management system.
- Performing other administrative responsibilities associated with the project
- Frequently conduct document audits confirming they are current and accurately reflect recorded evidence.
- Maintained documentation for projects undertaken by the contracting division making in use the project numbering system for easy traceability and proper filing (soft and hard copy).



Previous Experience

March 2018-Feb 2019

Admin Assistant

Al-Shalawi Int'l Holding Co. Trading & Contracting

(Royal Commission-Ras Al-Khair Project-Contract No.31I-S05-)

Role:

- Compile production and time records of employees & Review all essential documents such as time cards, time sheets and work charts submitted by employees.
- Perform filing reception, data entry and management, mailing, archiving and assist with all other office administrative duties.
- Calculate wage deductions by reviewing leave, vocation and sick records & Justify any deductions in the salary by providing on paper proof to employees
- Coordinate with account and departmental heads for payroll process
- Tracked the extra hours worked for overtime & prepare monthly attendance, Overtime, and Invoices for Royal commission.
- Perform filing, reception, data entry and management, mailing, archiving, and assist with all other office administrative duties.
- Completes projects by assigning work to clerical staff; Prepares reports by collecting and analysing information & Secures information by completing data base backups.
- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Close out pay check cycle after termination perform calculations from worksheets and work tickets & check electronic data for errors.
- Answer and direct phone calls, Organize and schedule appointments, Plan meetings and take detailed minutes, assist in the preparation of regularly scheduled reports.
- Provide clerical and administrative support to Human Resources executives & Compile and update employee records (hard and soft copies). (Staffing, recruitment, training, grievances, performance evaluations etc.)
- Coordinate HR projects (meetings, training, surveys etc.) and take minutes.



Aug 16 - March 18

Recruitment/Operations Coordinator

First National Recruitment Company

Role:

- Operating SAP (B1). Also generating the reports of HR, Recruitment and Operation Modules.
- Arranges management interviews by coordinating schedules; arranges travel, lodging, and meals; escorting applicant to interviews; arranging community tours.
- Manages new employee relocation by determining new employee requirements; negotiating with movers; arranging temporary housing; providing community introductions.
- Residency document issuance/renewal/expiries & arrange to get the visa for vacation & final exit.
- Prepare documents including employment contract, job offer, new arrival, salary/cash advance, medical arrangements, clearance, correspondence, reports, drafts, memos and emails. Also job posting.
- Shortlisted best suitable candidates as per requirement.
- Prepare payroll, timesheet, invoice to process the salary of the employees.
- Attending the weekly meetings to set new goals & future plans.
- Follow up with the residency documents expiration, Close coordination with HR dept. and Procurement department for sharing information and documentation of employees.
- Coordinate with the HR department for GOSI paper in case of any emergency occurred with the employee during job and also visit the employee (if necessary).



June 2015 to Aug 2016

Admin Assistant

GEACO Pvt Ltd

Role:

- Maintaining employee personal files.
- Preparation of Employment letter for new employee.
- Arranging for staff medical and ID documents & Insurance.
- Maintains employee information by entering and updating employment and status-change data.
- Provide general administrative support including but not limited to: phones, distributing mails and drafts documents such as bill memos, assisting project team to prepare quotation for bidding.
- Organizes, manages, and tracks written and email correspondence, maintaining logs and records of follow-up activities.
- Assist in resolving any administrative problems.
- Run company errands to post office and office supply store.
- Prepare & maintain petty cash register daily and forward monthly reports to finance.
- Provide secretarial support by entering, formatting and printing information, organizing work, answering the telephone, transmitting messages.

21 April 2013 to May 2015

Admin Assistant (HR Department)

MOBILINK – Telecommunication Company



Role:

- Use computers for various applications, such as Data base management or word processing.
- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents such as attendance records, correspondence, or other material.
- Operate office equipment, such as fax machines, copiers or phone systems and arrange for repairs when equipment malfunctions.
- Maintaining employee personal files.
- Perform filing, reception, data entry and management, mailing, archiving, and assist with all other office administrative duties.
- Provide general administrative support including but not limited to: phones, distributing mails and drafts documents such as bill memos, assisting project team to prepare quotation for bidding.
- Organizes, manages, and tracks written and email correspondence, maintaining logs and records of follow-up activities.
- Assist in resolving any administrative problems.
- Record employee information, such as exemptions, transfers & resignation in order to maintain and update records.

Certification

- Computer MS Office & Hardware
- IELTS

Personal Details

Date of Birth: 31 August 1988

Nationality: Pakistan

Passport No: PB4110233

Driving License: Pakistan

Marital Status: Married