

CURRICULUM VITAE

NAVEED ZAKRIYA KHAZI

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CAREER OBJECTIVE:

To gain the position of a (Project & Operation Coordinator) where my professional experience can make extensive contribution towards the growth and benefit of the organization.

PROFESSIONAL EXPERIENCE:

Company Name : Abdulwahab Mansour Al-Moallam Sons & Co. LLC

Abdulwahab Mansour Al-Moallam Sons & Co. is 100% Saudi owned company, established in 1944 & today is the leading Facility Management, Construction & Engineering tasks, Turnkey Project Management, Industrial Supplies, and Company based in KSA having projects pan kingdom with number of reputable client companies like ARAMCO, Saudi Electricity Companies.

➤ **Project Work - 01**

Inclusive dates : April 06, 2021 to till now

Position : Project & Operation Coordinator

Project : Head Office, Dammam

➤ **Project Worked - 02**

Inclusive dates : January 21, 2021 up to April 05, 2021

Position : Project Coordinator

Project : Dhahran Recreation, Saudi Aramco Dhahran.

➤ **Project Worked - 03**

Inclusive dates : September 16, 2017 up to January 20, 2021

Position : FMD Coordinator

Project : Head Office, Dammam

➤ **Project Worked - 04**

Inclusive dates : May 15, 2017 up to September 15, 2017

Position : Project Coordinator

Project : Shaybah Janitorial Services, Saudi Aramco Shaybah.

WORK RESPONSIBILITIES:

Project & Operation:

- Make request for client's ID (Saudi Electricity Company and Aramco ID) for our employees as per client's procedure.
- Follow up with project for Aramco & Sec ID expiry (Project in charge will inform the status and forward request)
- Follow up with project for Iqama Renewal (coordination with Admin & HR Dept and Project in charge)
- Check employees monthly time sheet, review and compare with company system (Core) project wise & forwarded to accounts section.
- Attend project operational related calls / issues and act accordingly.
- Working in line with the operation Managers and General Supervisor to facilitate mobilization and demobilization of the projects.
- Assist in identifying project needs, required coordination of activities, resources, equipment, and information.
- Responsible on settlement of business advance of project & invoice.
- Monitoring & follow up of project employee time sheets and overtime control sheets.
- Monitoring & follow up on payment of employee monthly salary (if any dispute).
- Assist to reviews project activities for compliance with procedures and standards.
- Daily coordination with project and prepare report.
- Check Emails and act accordingly.
- Attend Telephone /mobile calls from the projects and act accordingly.

- Follow up and receive Weekly Report from each project on weekly basis.
- Communicating and providing required documents for the smooth execution of project with client at Site Level.
- Prepare and submit Fund Request in (ERP).
- Effectively and accurately communicate relevant project information to the concerned department and project team (viz. General Supervisor, Accountants etc.)
- Liaison with project supervisor.

Administration:

- Prepare Inter Office Correspondence to other Department, project Gen. supervisors, employees etc. upon the instruction from Operation Manager.
- Prepare employees joining Report, Rejoining Report, Absconded Report etc. and get approval from Operation Manger, then submit to HR for system updation and keep copy for record
- Provide secretarial and administrative support to operation Manager.
- Working in line with the Administration Manager to plan and schedule employees' vacation and exit monthly and weekly.
- Working in line with the HR Department to facilitate and monitor employee transfers from one project to another.
- Receive Updated list of Manpower from each project on month end.
- Follow up with Admin dept & Projects for employee medical insurance cards, ATM cards, Iqama. Vehicle MVPI & Estimara.

Company Name : SAUDI OGER Ltd.

Saudi Oger is one of the leading companies in Construction Facilities, Management and Infrastructure Project Development in the Kingdom of Saudi Arabia and the region. I joined this organization as Secretary in June 2008 to Dec 2014.

- **SAUDI OGER Ltd.** (Al Hassa, Saudi Arabia)
 - Inclusive dates : March 03, 2010 up to December 19, 2014
 - Position : Secretary
 - Project : Construction of Mechanized Brigade at Al-Ahsa 8469
Saudi National Guard Project

WORK RESPONSIBILITIES:

- My responsibilities producing letters, reports, memorandums, etc. via the computer; scan documents & makes photocopies, files, distributes mail, etc.
- Communicates in a positive and effective manner with staff and/or visitors.
- Answers telephone communications and record messages.
- Other duties as assigned.

➤ **SAUDI OGER Ltd.** (Al Khobar, Saudi Arabia)

Inclusive dates : June 22, 2008 to March 02, 2010

Position : Data Entry Operator

Project : Half Moon Bay-8445

Private Residence-Half Moon Bay

WORK RESPONSIBILITIES:

- My responsibilities producing letters, reports, memorandums, etc. via the computer; scan documents & makes photocopies, files, distributes mail, etc.
- Communicates in a positive and effective manner with staff and/or visitors
- Answers telephone communications and record messages
Other duties as assigned.

KEY FUNCTIONS:

- Effective and efficient functioning of the office for the Head of Dept.
- Effective communications and administrative support to the office/team
- Facilitation of knowledge building and management

- Management of the office, always ensuring an environment of professionalism and teamwork, and setting exemplary standards of conduct.
- Efficient and discreet management of the Head of Office schedules.
- Organization of regular and ad-hoc meetings; preparation of minutes and summaries of actions to be taken; tracking of progress on planned issues; follow-up with focal points.
- Screening of all incoming communications, filter outgoing correspondence for supervisor's signature, clearance, and further action by other staff; wherever possible.

Ensures provision of effective communications and administrative support to the office focusing on achievement of the following results:

- Maintenance of the filing system ensuring safekeeping of confidential materials.
- Coordination of the information flow in the office and dissemination of information to staff as required.
- Follow up on deadlines, commitments made, and actions taken.
- Draft routine correspondence, general briefing notes and minutes of meetings when requested.

PERSONAL DATA:

- Name : Naveed Zakriya Khazi
- Father Name : Zakriya Ahmed Khazi
- Date of Birth : 15 August 1986
- Marital Status : Married
- Nationality : Indian

PASSPORT DETAILS:

- Passport No. : N 5772968
- Date of issue : 22/05/2015
- Date of expiry : 21/05/2025
- Place of issue : Bangalore
- ❖ Present Address : Marhaba - House No. 427
Near Salamath Galli, 4th Cross
Kasturba nagar - Sirsi, (U.K)
Pin # - 581-402 - Karnataka.

QUALIFICATION:

- Diploma from M.E.S College - Sirsi.
- Matriculation from Ave Maria High School - Sirsi.

SKILLS:

- Consistently approaches work with energy and a positive, constructive attitude.
Remains calm, in control and good humored even under pressure
Demonstrates openness to change and ability to manage complexities.

COMPUTER SKILLS:

- Proficient in computer use in different Sectors.
- Proficient in Microsoft Office (Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Outlook)

LANGUAGES KNOW:

- English, Arabic, Hindi, Kannada, & Urdu.

I hereby certify that all given data and information above are true and correct to the best of my knowledge and belief.