

## CV

### Office Secretary & Project Admin with 9 Years' Experience

**FAIJUL AMEEN M.H**




**Mob : +966 - 508251246**

**E-Mail :** fajul@live.com,  
Faijul.ameen@gmail.com



#### JOB SKILLS:

- Having ability to analyzing jobs in time and deliver jobs as per schedule
- In a highly confidential environment and confidently act with discretion.
- High level of computer literacy with word processing, presentations and spread sheets
- Sound understanding of all the company's processes, policies, and procedures
- Flexible and versatile and able to work in high-pressure environments
- Self-motivated and ability to operate autonomously when required.
- Ability to confidently communicate to all levels within the organization.
- High level of attention to detail, time management and organizational skills.
- Excellent information gathering and information monitoring skills

<b>Educational Qualifications :</b>	<b>Education Details:</b>
<b>Bachelor Degree :</b> <b>B.C.A.,</b> <b>(COMPUTER APPLICATION)</b> 	<b>Duration :</b> 2004 – 2007 <b>Awarded as :</b> B.C.A (Bachelor of Computer Application) JAMAL MOHAMED COLLEGE Affiliated by Bharathidasan University , Tamil Nadu, Trichy, India.
<b>Technical Skills:</b> 	<ul style="list-style-type: none"><li>▪ MS-office Package, Tally.ERP 9.0</li><li>▪ CorelDRAW Graphics Suite (upto X8), Adobe Illustrator &amp; Photoshop,</li><li>▪ .NET (Visual Studio.net- Application Development),</li></ul>
<b>Typing Skills :</b>	<ul style="list-style-type: none"><li>▪ <b>English, Arabic &amp; Tamil</b> </li></ul>

#### WORK SUMMERY:

<b>Work Duration</b>	<b>Profile</b>	<b>Company</b>	<b>Country</b>
Since Jun 2015	Office Admin and Project Executive	Sultan Saed Al Zahrani Est (Ocean Elevator)	Saudi Arabia
June 2013 to April 2015	Transport Supervisor	PORT SAEED TRANSPORTATION LLC,	Dubai
Feb 2011 to Dec 2012	Asst. HR & Admin Executive,	Sultan Saed Al Zahrani Est	Saudi Arabia
Aug 2009 To Jan 2011	Inventory Controller & System Administrator	Life Line Medical Company Ltd	Saudi Arabia
Nov 2008 to Jun 2009	Technical Staff	SRM InfoTech LTD	India
May 2007 to Oct 2008	Tele calling Coordinator	JAYSOFT OPTIMUM SERVICE PVT LTD	India

## Working Experience

### ➤ Working as an Office Admin & Project Executive :

Platform: **Elevator Works & Construction (Civil – MEP) - (Brand Ocean lift) (ssz.com.sa)**  
Sultan S. Al-Zahrani Trading & Contracting Establishment, Dammam, KSA  
Continues Since 2015

#### **Job Analyzing:**

- Project schedule, safety, administration, and profitability.
- Provide leadership and oversight for the day-to-day
- Material arrangement for Construction and Elevator site
- Providing accurate and efficient administrative and secretarial support to the Project Delivery team.
- Communicating with upper management and developing strategic operations goals
- Day to Day process Reporting to Management as per required format.
- Manage the daily/weekly/monthly agenda and arrange new meetings and appointments
- Carry out routine secretarial & operational functions and coordinating with all departments
- Preparing and drafting contracts, documents, Reports and MOM data

#### **Major activities:**

- Coordinate all employee, visitor and Subcontractor Transportation and accommodation arrangements.
- Coordinate all site mobilization (Manpower, Materials, Machinery and Equipment's) requests.
- Record daily pre-start sign on/sign off timesheets.
- Ensure all leave forms are completed and sent to payroll in a timely manner.
- Assist with payroll queries from wages employees.
- Ensure all data entered into Site Diary is accurate, approved and meets relevant deadlines.
- Assist the HSE team in maintaining all necessary safety requirements on site, where required.
- Call and email sub-contractors or prime contractors for the solicitation of proposals and bids for work in each division
- Raising Request for Orders (RFO's), purchase orders and processing invoices.
- Provide back charges to the Contracts team for accommodation, fuel, PPE and flights.
- Maintain all training records.
- Coordinate PPE requirements and distribute accordingly.
- Order and maintain stationary supplies and other miscellaneous office items required on site.
- Coordinate mail and courier package distribution, photocopying, opening mail and alerting team members of urgent or important matters.
- Attend to general incoming queries, directing them to relevant staff members where necessary.
- Quotation Preparation for Complete Elevators works.
- Material and equipment procurement.
- Manage the technical team for immediate action to attend the callback for AMC
- Elevator Sales (Supply, Installation, Testing & Commissioning and Maintenance)
- Elevator project team analysis and support to the team from Admin (Section Installation, Modernization and Maintenance and arrange the Required materials)
- Petty Cash flow handling.

### ➤ Working as Transport Supervisor & Camp In charge

Platform: Heavy Equipment's, Machinery & Heavy Vehicles  
**PORT SAEED TRANSPORT & BUILDING CONTRACTING LLC, Al Qssais, Dubai**  
From June 2013 to Up to April 2015

#### **Job Analyzing:**

- Transportation Controlling, Equipment planning, Tent to focus on problem spots like delay delivery

#### **Description:**

- Supervise the day to day transport operations.

- Route optimization, Vehicle tracking (GPRS Tracking), Proof of Delivery
- Maintain and manage all databases relating to transportation activities (Driver & Operator, Vehicle mechanical issues, License and Insurance and others)
- Manage, supervise and monitor fleet operations.
- Reducing liability Cost by tracking the metrics of company fleet and behavior of the drivers
- Liaise with all departments for transport and logistical support.
- Schedule and oversee drivers training and evaluate the performance of subordinates.
- Arrange vehicles repairs and follow up periodical preventive maintenance.
- Control and monitor Driver & workers accommodation facilities.
- Handle New workers arrangement (Accommodation, Medical and Transportation Etc.,)
- Handle the workers complaints
- Periodic maintenance in Accommodation
- Keep all the accommodation record and report to management.
- Manage the pest control and ensure accommodation cleaning

➤ **Working as Asst. HR & ADMIN Executive,**

Platform : Manpower, Equipment's & Construction

Sultan S. Al-Zahrani Establishment, al-jubail, KSA

From Feb 2011 to Dec 2012

**Job Analyzing :**

Payroll manager, Motivator, Grievance handling, Training, Manpower planning, Cashier

**Description :**

- Maintenance of employee database
- Act as the first point of contact, dealing with correspondence and answering phone calls in a professional manner, and routing calls when necessary.
- Manage the daily/weekly/monthly agenda and arrange new meetings and appointments
- Tender attending, Proposal preparation and Invoice generating and follow the payment
- Payroll preparation (process timely distribution of salary, bonus, increment Salary slip, leave encashment and full & final settlements).
- Arranging & conducting interviews/ initial screening the candidates/ helping in recruitment processes.
- Resolve Staff and Employee complaints
- Record, maintain and monitor attendance to ensure employee punctuality
- Keeping records of staff insurance & Residential ID and get it renewed in due time
- Conduct first round of telephonic interview for the candidates to schedule interviews

➤ **Worked as Inventory Controller & System Administrator :**

**Platform:** Medicine Inventory control and System administrator in

'Life Line Medical Company Ltd., Dammam. KSA.

From Aug 2009 To Jan 2011

**Job Analyzing: Controlling** inventory, Purchase & Expiry Replacement.

Manage the Network Server and Domain System & Network Printer

**Job Description:**

- Collecting the enquiry
- vendors Handling
- Goods movement planning and scheduling.
- Prepare and updates monthly report, schedule to assure deliveries to production locations. Coordinate product delivery schedules with customers.
- Purchase and Sales stock analyzing including Purchase return and Sales Return.
- Expiry Replacement.
- Manage then Item Movement summary, item purchasing.
- Lot number wise following
- Main store and client store analyzing.
- Microsoft **Dynamic GP** Software Data Maintenance.
- Local area and printer Network, System Hardware Maintenance.

➤ **Worked as Technical Staff,**

Platform: .NET Programmer and Hardware & Network,  
SRM InfoTech LTD, Chennai. India.

**Job Analyzing:** Programmer and Hardware and Network Maintenance.

➤ **Worked as Tele Calling Coordinator,**

Platform: Airtel Broad Band Service,  
JAYSOFT OPTIMUM SERVICE PVT LTD, Chennai. India.

**Job Analyzing:** Report Create, Project Handling, and servicing job as per schedule, Installation & Serves, Finding Network Pillar, Manage the Sale & customer satisfaction by Tele callers and Servicer.

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**PERSONAL PROFILE:**

Date of Birth : 23-04-1987  
Nationality : Indian  
Marital Status : Married  
**Driving License : India & Saudi Arabia**  
**Languages Known : English, Hindi, Arabic, Malayalam and Tamil**

Place : Saudi Arabia

**Yours Sincerely**

Date :

Fajjul Ameen