



CURRICULUM VITAE

Objective:

An Executive Position in which acquired expertise, creative talents and Commitment to excellence will have valuable application with 9 + years' Experience in HR & Administration

Profile:

Name: AbdulRaof AbdulRazack
Date of Birth: 5th August 1983
Nationality: Indian
Residence: Butine, Sharjah
Visa Status: 90 days Visit
Salary: Negotiable
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Career Summary:

- ❖ **Fetchr Logistics Company –Riyadh, Saudi Arabia**
Admin & HR Service Executive (year May 2017 – at present)
 - ❖ **MarkaVIP E-Commerce Company – Jeddah, Saudi Arabia**
HR & Admin Associate (year Jan 2015 – Apr 2017)
 - ❖ **IBSA Pharmaceutical Company – Riyadh, Saudi Arabia**
Admin Assistant (year Feb 2009 – '14)
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- Full support to all Departmental Function such as **HR & Administration, Purchase & Sales, Logistics, Inventory & Store, Finance:**

HR Services & Client Relation (Responsibilities)

- Hiring Staff required Department
- Sorting Candidates for Hiring as per Departmental Requisition
- Arrange Interview calls
- Assist On boarding process and Create Employee id
- Key Control of Master File & Documentation
- Coordinate with Sponsor office -Staff & GRO for the Sponsorship Transfer, Residence ID Renewal, Medical Insurance, Exit Re-entry, Employment letter, Employment Contract etc.

- Assist to validate Government related payment, Vendor Invoices
- Monitoring staff Leave Balances & Exit staff Clearance process.
- Follow up with GRO about legal documents renewal such as CR, Municipal License, and Civil Deference etc.
- Responsible for the monthly reports such as Timesheet, KSA Monthly Payroll, WPS Report, EOS clearance, Bonus, Overtime, Leave/Vacation balance paid/unpaid update etc.
- Handling HR Petty Cash as per company policy.

Responsibilities in Administration Department:

- Receiving orders, quotations
- Preparation of memos and letters
- Answering customer calls and requirements
- Schedule appointments for management.
- Managing Company guests.
- Assist event planning and implementation
- Arrange flight, hotel and Rental Car Reservations
- Enquire visa application process and submission of visa through embassy
- Support day-to-day office operation (e-mail/fax/courier etc.)
- Support to find hotels, travel agent and shipping company to get best corporate rates
- Place stationary orders for the project department.
- Scheduling Local & International shipment pick up through DHL, Aramex etc.,
- Easy Access Documentation such as Confidential File and staff personal
- Supporting all KSA staff –annual ticket, Iqama, vehicle license renewal, Exit re-entry, etc.
- For Sales Promotion –collect quotations of various Office machineries, and guiding the best offer to Sales team.
- Monitoring and maintain office supplies
- Promo materials stock control and update office time management and reports
- Store in charge, recall and update samples expiry dates
- Scrutinize supplier invoices in detail and forward to Accounts department
- Follow up with finance department regarding prepayment of the suppliers without any delay
- Assist Finance Manager for generating reports and reconciliation of various expenditure and incomes.
- Assist time to time requirements from Sales Manager and Administration
- Supervision of Office Maintenance –Building, furniture etc.

Responsibilities in Sales Department:

- Review Sales Agreement, Terms and Conditions.
- Updating Maintenance and Service call sheet as well follow-up pending issues.

- Placing Sales Order and Item Allocating to the right customer without any delay.
- Attending Customer call for taking orders inquiry.
- Customer File updates and follow up for the payment.
- Assisted in overall running of the office to ensure smooth operations.
- Involve in tender invitation, financial and technical proposals for company new projects.
- Follow up project proposals and updating offers & technical requirements.
- Key role in managing clients enquires and direct to the right persons.
- Keep proper inventory of store
- Place stationary orders for the project department.

Responsibilities in Purchase Department:

- Receive and place purchase order and directing to the in charge person
- Involve in tender invitation, financial and technical proposals for company new projects.
- Follow up project proposals and updating offers & technical requirements.
- Request quotations from local and international suppliers.
- Price estimation and analysis for project equipment's from different suppliers.

Academic Qualifications

- Bachelor of Commerce, Calicut University (Year 2005), Kerala – India.
- Plus Two Certificate, Board of Higher Secondary (Year 2002), Kerala – India.
- Secondary School Certificate Board of Public Examination (Year 2000), Kerala –India.

Skills

- Entire HRIS & Administration Duties & Responsibilities, Purchasing & Sales, Inventory
 - Good communication skills in English, Basic Arabic, Hindi, Tamil & Malayalam
 - Knowledge of MS Office – word, excel, power point and Outlook, HR Menaitech
 - Specialized in accounting software's - Tally 7.2 and Peachtree.
 - Good in English typing speed
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