

SHAIKH MOZAHID MOHATAB

Business Administration in Human Resource Management

M.A, PGDCA & PGJMC

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An accomplished & knowledgeable professional aiming for assignments as Asst. Manager Administration/Office Manager /Senior Administrator/Executive Assistant / Document Controller/ Secretary/ HR/ Contracts Management/ Procurement/ Logistics with an organization of high repute

SKILLS SET	PROFILE SUMMARY
Office Management	❖ A competent professional with over 16 years of experience in Operations, Office Administration, Human resource management, Document Management and Team Management
Administration	❖ Demonstrated abilities in effective monitoring & analysis of business
Secretarial Activities	❖ Proficient in supervising all administrative activities including providing technical inputs for implementing better business practices
Document Control	❖ Skilled in handling and maintaining highly confidential and sensitive information
Human Resource Management	❖ Liaising with clients, consultants, senior level executives and other vital contacts
Team Management	❖ Developing and implementing policies relating to the effective use of personnel within an organization
Contracts Management	❖ Expertise in managing office operations and administrative works from conception to completion to ensure effective operations and organizational growth
Logistics & Procurement	❖ Adept at giving administrative & secretarial support involving handling of top & confidential correspondence, documents flow, attending visitors and forward various queries to relevant departments / staff
Liaison & Coordination	❖ Recruiting staff; developing job descriptions & person specifications, preparing job adverts, checking application forms, short-listing, interviewing and selecting candidates
Relationship Management	❖ Creating and sustaining a dynamic environment that fosters development opportunities and motivates high performance amongst team members
Reports Management	❖ Deft in carrying out administration work, secretarial and office management work, financial operations, setting appointments, scheduling meetings, arranging activities, preparing various computerized reports and work plans
	❖ An effective communicator with good analytical, leadership, interpersonal, planning and problem solving skills

CORE COMPETENCIES

- Looking after end-to-end management of administration and documentation as per schedule and ensuring timely delivery of work
- Monitoring progress as per scheduled deadlines for tasks and taking steps to ensure completion within time, cost and effort parameters
- Ensuring that all activities are carried out as per the requirements of organizational policies.
- Keeping accurate records of discussions or correspondence with clients.
- Ensuring training & development opportunities are available to employees to enhance performance and achieve employer's business aims.
- Improving administrative operational systems, processes & policies in support of organizations mission; specifically, support better management reporting, information flow & management, business process and organizational planning
- Working closely with various departments assisting line managers to understand and implement policies & procedures.
- Managing all aspects of the organization's operations to meet established objectives for growth & profitability.
- Maintaining records, writing the Minutes of the Meetings, corresponding with external & internal clients & scheduling important meetings
- Providing reception, information services, office and administrative assistance in a customer-service orientated environment
- Buying the best quality equipment, goods and services for a company or organization at the most competitive price
- Maintaining organization staff by establishing a recruiting, testing & interviewing program; counseling managers on candidate selection; conducting & analyzing exit interviews and recommending changes
- Driving initiatives in the management team and organizationally that contribute to long-term operational excellence

- Preparation and control of documents in accordance with contract requirements and quality procedures as required by the project
- Establish, maintain & supervise a well organize electronic media and hard copy filing system for easy archives retrieval to support the management and preparation for the project dossier handover upon completion of capital project
- Managing implementation of business guidelines and strategies; working with other department heads to ensure that everything runs smoothly and in accordance with set guidelines
- Understanding the goals of the organization and developing a clear vision of exactly how operations will help achieve them
- Inspiring & decisive team manager and collaborative player with strong liaison, communication, interpersonal and problem solving skills; and ability to expedite cross-functional dependencies, relationships with multiple stakeholders.

WORK EXPERIENCE

June'2019 – Till Date: Saudi Aramco (Contractor: **KOLIN Construction Tourism Industry and Trading Co. Inc.**), KSA

Role: Office Manager / Admin Manager to PM (Project Manager)

Project: [The South Dhahran Home Ownership Project-Ajyal](#)

Responsibilities:



- Supervising day-to-day operations of the administrative department and staff members.
- Hiring, training, and evaluating employees, taking corrective action when necessary.
- Developing, reviewing, and improving administrative systems, policies, and procedures.
- Ensuring office is stocked with necessary supplies and all equipment is working and properly maintained.
- Working with accounting and management team to set budgets, monitor spending, and processing payroll and other expenses.
- Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.
- Collecting, organizing, and storing information using computers and filing systems.
- Overseeing special projects and tracking progress towards company goals.
- Building new and expanding existing skills by engaging in educational opportunities.
- Steered efforts in organizing meetings; arranging appointments; typing of correspondences; booking transport and accommodation; Ordering stationery and furniture and handling other administrative tasks
- Efficiently played a role of communicator and point of contact to coordinate with different sites, Subcontractors, Suppliers, Consultants and Clients.
- Dealing with correspondence, complaints and queries
- Preparing letters, presentations and reports
- Supervising and monitoring the work of secretarial, clerical and administrative staff
- Managing office budgets; and provide reports to Managers as required
- Liaising with staff, suppliers and clients
- Implementing and maintaining procedures/office administrative systems
- Ensuring that health and safety policies are up to date using a range of software packages
- Handling staff recruitment and appraisals; keeping personnel records; and organizing introduction programs for new employees
- Attending meetings with senior management and Delegating tasks to junior employees
- Analyze, organize and implement office operations, procedures and processes. May work with external locations in streamlining processes for consistency.

Jul'2016-May'2019: Saudi Aramco (Contractor: Azmeel Contracting Co.), KSA

Role: Office Manager to PM (Project Manager)

Project: [The South Dhahran Home Ownership \(SDHO\) Project-Ajyal-Daharan, Saudi Arabia](#)

Responsibilities:



- Involved myself in Monitoring and review of lease and maintenance agreements for office. Works with Project manager on all issues related to contract terms and performance. Analyzes the use and implementation of equipment and facilities.
- Provide accurate and timely reports and records to management quarterly. Manages file storage for location.
- Provides input regarding staff hires, terminations and performance levels.
- Coordinate new hire process to ensure that all paperwork is completed correctly and sent to corporate for processing.
- Develop and maintain accurate records regarding employee personal and job related information.
- Monitor office supplies, order replacement supplies as needed. Maintain file of service providers.
- Ensures that all computer equipment and training is provided according to Company procedures, within the MIS department equipment standards and local office goals.
- May process payables including expense reports.
- Provide effective and consistent customer service to clients, management and local staff.
- Adheres to all Company policies, procedures, processes and programs.

- Development, implementation and assessment of goals and objective of office.
- Reviews all financial and operational activities of the office.
- Steered efforts in organizing meetings; arranging appointments; typing of correspondences; booking transport and accommodation; Ordering stationery and furniture and handling other administrative tasks
- Efficiently played a role of communicator and point of contact to coordinate with different sites, Subcontractors, Suppliers, Consultants and Clients.
- Dealing with correspondence, complaints and queries
- Preparing letters, presentations and reports
- Supervising and monitoring the work of secretarial, clerical and administrative staff
- Managing office budgets; and provide reports to Managers as required
- Liaising with staff, suppliers and clients
- Implementing and maintaining procedures/office administrative systems
- Ensuring that health and safety policies are up to date using a range of software packages
- Handling staff recruitment and appraisals; keeping personnel records; and organizing introduction programs for new employees
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Feb'2015- Jun'2016: Saudi Aramco (Contractor: Saudi Oger Ltd.), Dahran, KSA
Role: Senior. Project Administrator/ Project Coordinator

Project: [King Abdulaziz Center for World Culture \(KACWC\) Project, Dahran, Saudi Arabia](#)

Responsibilities:

- Functioned as a Senior Project Administrator with site Contract team @ King Abdulaziz Center for World Culture Project, Dahran, Saudi Arabia.
- Proper organizing of incoming correspondence for delegating and diverting effectively and efficiently to the concerned departments for necessary and appropriate actions at appropriate time without any undue delay
- Provide hardcopies and softcopies of documentation to Project Engineers. Provide scanning capabilities and drawing conversions to readable electronic Acrobat Reader (PDF) files.
- Establish a project filing index for both hard copy and soft copy of engineering documents stored by the project, and establish a similar index for the filing of project correspondence. Ensure that all received documentations are added to the correct D.D.R. System maintained within the Project Document Management System.
- Carries out a variety of Administrative/secretarial duties of allotted division covering typing of correspondence, reports, notes, statements, proof reading of completed typing work, sending faxes, receiving, registering and distributing office mail, retrieving and photocopying of documents, and other allied clerical duties in order to provide an efficient operational/technical support and administration service to the Department.
- Operate Electronic mail System and Coordinates Information both Internal and Other Organizations.
- To ensure that all incoming documents / drawings & outgoing documents / drawings are maintained.
- Handled overall office administration management and coordinates with various departments and office services
- Arranged travel schedules and reservations for management as needed
- Organized meetings and ensuring senior managers are well prepared for them
- Maintained & developed the office filing systems both on paper and computer
- Communicated with HR/ Personnel department on employee related matters (Hiring, Resignation, termination, Grievance Management, Updating employee's info's etc.)
- Played key role in typing correspondence, letters, memos, forms, employee requisitions. Composed correspondence based on oral or brief written notes and available data. Generated confidential correspondence
- Performed payroll duties such as entering all timesheets, audit reports, and prepared new employee packages and termination/ layoff forms
- Directly involved in Claims preparation and Office Administration
- Supported the Construction Site team by performing many project administrative duties related to the project
- Handled Field Document Control – Swapping out the hard copy drawings as they are received or revised from the home office
- Answered the main office phone, forward accordingly or take a message as needed
- Processed document and drawing changes and distributed to the authorized users in a timely manner
- Performed all administrative and clerical duties for the site team
- Assisted the site manager and superintendents in tracking analysis and forecasting of ongoing projects
- Provided reports to Managers as required



May'2008 – Feb'2015: Saudi Oger Ltd., Riyadh, KSA
Growth Path: May'2012 to Feb'2015 as Sr. Administrator- Office
May'2008 to Apr'2012 as Executive Secretary

Project: [Princes Nourah Bint AbdulRahman \(PNUW\) University Project, Riyadh, Saudi Arabia](#)

Responsibilities:

As Sr. Administrative Officer: May'2012 to Feb'2015

- Worked as a Senior Administrative-Officer @ a Mega Project of Saudi Oger “Princess Noura Bint AbdulRahman University, Riyadh, Saudi Arabia.
- Ensured smooth running of the office and made sure all office systems are managed and maintained, including Staff Recruitment Files; Stationery Log and Stock Checks and Client Files
- Produced documents, briefing papers, reports and presentations



- Prepared forms, documents, official memos etc.
- Organized and maintained diaries and making appointments
- Handled Staff administration including holiday and sickness tracking.
- Monitored staff timesheets time in lieu and holidays
- Organized meetings and maintained minutes
- Maintained the office filing systems both on paper and computer.
- Involved with recruitment; dealing with ad responses, sourcing potential candidates and arranging interviews.
- Communicated with other departments (HR/ Personnel) on all related matters.
- Performed all admin and support tasks and provided assistance, support, updates and follow-ups.
- Protected confidentiality of records and information about staff, and use discretion for sharing any information within legal confines
- Provided high-level administrative support by preparing reports, handling information requests, and performed clerical functions. In addition to Coordinated all activities related to the H.R, Administration and Document Control procedure.
- Received the Division visitors and arrange their meetings with the Division Manager and Directors.
- Arranged travel schedules and reservations for management as needed.
- Maintained the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability



شركة سعودي اوجيه المحدودة
SAUDI OGER LTD.

• **Project: Executive Secretary to Construction Division Manager @ SOL Head Office, Riyadh**

Responsibilities:

As Executive Secretary: May'2008 to Apr'2012

- Provided high-level administrative support by preparing reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings @ S
- Scheduled appointments and meetings and maintains calendar
- Performed full secretarial and clerical duties of the Contracts Division
- Sorted and distributed incoming correspondences, including faxes, mails and emails
- Made necessary arrangements for scheduled trainings concerning material copies preparations and required rooms' reservation
- Prepared agendas, collates materials and presentations for pre-circulation at meetings, takes minutes'/action points and keeps records of proceedings
- Planned and coordinated arrangements for professional conferences
- Coordinated and facilitated the CEO/GM's calendar to arrange appointments and meetings
- Established and maintained various filing and record management systems
- Facilitated Research and prepared confidential and sensitive documents
- Read and screened incoming correspondence and reports, made preliminary assessment of the importance of the materials and organized documents as necessary for signature, and returns in a timely manner; handled some matters personally
- Took responsibility for additional assignments as agreed with the management
- Organized travel for CEO/General Manager to include, but not exclusive to (visas, hotels, plane/train tickets and airport transfers) following Company policy and procedures
- Arranged travel schedules and reservations for management as needed
- Typed correspondence, letters, memos, forms, employee requisitions. Composed correspondence based on oral or brief written notes and available data; and generated confidential correspondence
- Performed any duties and responsibilities that are within the scope of employment
- Received the Division visitors and arranged their meetings with the Division Manager and Director's
- Performed a variety of administrative or executive support tasks that are highly confidential and sensitive
- Received and screened incoming phone calls and visitors, determined which are priority matters and alert the appropriate receiver
- Composed letters and memorandums in response to enquiries
- Liaised between the CEO / GM and others by transmitting directives, instructions and assignments and following up on assignments

Jun'2004 – Mar'2008: Rajesh Exports Ltd., Bangalore, India as Manager- Administration

Responsibilities:

- Maintained administrative staff by selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.
- Accomplished staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Scheduled appointments, arranging meetings.
- Interacted with travel agents for travel arrangements, visa and other vendors.
- Handled booking rooms of our guests/customers , transport arrangement
- Managed all Booking air/rail tickets.
- Interacted with clients regarding receipts and payments pending.
- Ensured smooth operation of Administration section such as all break down calls must be forwarded to engineer/attended by the engineer, have proper Service report, AMC & other service related issues, vendor Management, safety and security issues, employee welfare issue, recruitment of supporting staffs, stationeries, timely release of payments of all bills to avoid the supply and services, handling all issue of branch, other day to day activities, leave management.
- Negotiated/sourced vendors for commercial contract
- Coordinated with clearing agents/forwarder regarding import/export



RAJESH EXPORTS LIMITED

- Kept & filed confidential/ Personal records, Loans/claims/resignation/termination & all employee related issues.
- Maintained continuity among corporate, division, and local work teams by documenting and communicating actions, irregularities, and continuing needs.
- Maintained professional and technical knowledge by attending educational workshops; benchmarking professional standards; reviewing professional publications; establishing personal networks.
- Contributed to team effort by accomplishing related results as needed



May'2003 – Jun'2004: National Institute of Computer Education, Odisha as Office Assistant (Customer Care)

Responsibilities:

- Played key role in handling operations including: Greet public and clients and direct them to the correct staff member; Answer phones and transfer to the appropriate staff member; Take and distribute accurate messages; Coordinate messenger and courier service; Receive, sort and distribute incoming mail; Prepare outgoing mail for distribution; Fax, scan and copy documents; Maintain office filing and storage systems; Update and maintain databases such as mailing lists, contact lists and client information; Retrieve information when requested; Update and maintain internal staff contact lists; Typed documents, reports and correspondence; Organize travel arrangements for staff; Assist with event planning and implementation; Monitor and maintain office supplies
- Coordinated and maintained staff administrative records such as staff parking, staff phones and company credit cards.

EDUCATION

- Post Graduate Diploma in Business Administration (P.G.D.B.A-HR), Symbiosis Center for Distance Learning (SCDL) Pune, India 2014
- Post Graduate Diploma in Journalism and Mass communication, (P.G.J.M.C), from Indira Gandhi National Open University, India 2006
- Master of Arts, Utkal University, India 2003
- Bachelor of Arts, Utkal University, India 2001

TRAININGS

- “Business Leadership-Becoming Management Material”, Riyadh on 17th Sept.2013.
- “Business Writing That Works”, Riyadh from 10th Nov. 2013 till 11th Nov.2013
- “Skills for the Administrative Assistant”, Riyadh on 19th August.2013
- “Microsoft Access2003”, Riyadh from 25th Jan. 2014 till 30th Jan.2014

TECHNICAL QUALIFICATION

- Tally Graduate, under Computer Point Education Ltd, Kolkata, India 2006
- Post Graduate Diploma in Computer Application, (P.G.D.C.A), India 2005

PERSONAL DETAILS

Date of Birth: 10 June 1981
 Address: Al-Khobar, Eastern Province, Saudi Arabia
 Languages Known: English, Hindi, Urdu, Odia, Arabic
 Passport No.: Indian Passport Number R7722152 (Valid till 12 June 2027)

~References Available On Request~