

**Mohammed Asif**  
**HR Administrator / Coordinator**  
**Saudi Arabia (Riyadh)**

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Date of birth.....	1990/08/27	Member of Saudi council of engineers.....	643728
Nationality .....	India	Passport Number .....	U0049055
Marital Status.....	Married	Passport Expire .....	05/10/2030

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### PROFILE


An HR Administrative performs clerical duties in the HR department in order to keep it running smoothly. These duties generally include such things as preparing documentation, maintaining records, answering phone calls, and gathering information for new employees. Listing an objective at the top of your resume can tell the potential employer why you're interested in this position

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### EDUCATION

- ❖ S.S.LC High School from Tiny Pearls Govt. of Karnataka Gulbarga With 71.04% in 2005.
- ❖ 3 Years Diploma in electronics and communication Govt. of Karnataka Bangalore University.
- ❖ Hardware and Networking and MCSA from IIHT Gulbarga Bangalore institute with A Grade
- ❖ Windows 2003 system administrator from IIHT Gulbarga Bangalore institute with B+ Grade

### EXPERIENCE

 **ESOM (El-Seif Operation & Maintenance).....Apr 2017 Till Present (KSA Riyadh)**  
**(Site Administrator for 3 Project Royal Terminals, Kapsarc, Yamama Palace)**

Over all supervision and coordination with head office HR Dep't for :

- ❖ All new joiners are personally welcomed and necessary paperwork completed in an organized and efficient manner.
- ❖ Perform administrative duties as needed for the office
- ❖ Assist with the recruitment, onboarding, and induction process
- ❖ Issuance of salary certificates, loan letters, experience certificate
- ❖ Liaise with the members of the management and other staff within the facility and work as an effective team player
- ❖ Preparation of presentations and reports to the highest level of accuracy and timeliness
- ❖ Maintain database of all reports, presentations etc.
- ❖ Ability to manage confidential and other sensitive information
- ❖ Assist the Human Resources Manager in routine HR related administrative tasks
- ❖ Leading day-to-day payroll administration, including collecting timesheets and entering them into Oracle.
- ❖ Acting as initial degree of contact for inquiries and issues related to payroll
- ❖ Filing paperwork and maintain files in a neat and tidy manner
- ❖ Vacation and Resign & Termination are tracked.
- ❖ Employee transfers
- ❖ Arrange of Transportation for Arrival/Exit Employees & inform other projects, Head office
- ❖ Works on Oracle systems
- ❖ Medical Cards / Claims
- ❖ Passport And Iqama Renew.
- ❖ Emergency Leaves. , Annual, Rejoining after vacation, Termination, Resignation.
- ❖ Using ORACLE. (i.e.) Change line manager Terminate of employee's Annual vacation through oracle.
- ❖ Using ERP for accounting purpose.
- ❖ Using E-time for attendance and payroll purpose.

## **DUTIES AND RESPONSIBILITY FOR KPI (Key performance indicator):**

- ❖ To perform the evaluate of the services
- ❖ Daily Supervision and direction of services HOD's to ensuring all operation task are completed
- ❖ Ensuring all PM's and CM are program is done
- ❖ Follow complaint handling procedure as per management and client request
- ❖ Uploading and providing the documents for the services as per client request
- ❖ Reviewing the KPI with management



**BOLD INTERNATIONAL .....2015 Till 2017 (KSA Riyadh)**  
**(Administrative Assistant)**

- ❖ Handling Petty Cash
- ❖ Using ERP software for generating invoice for sales record
- ❖ Depositing cash and cheque received from salesman to the bank
- ❖ Handling cash salary for employee's
- ❖ preparing time sheet
- ❖ Maintaining records for new joiner's
- ❖ Maintaining file records
- ❖ Supporting to wharehouse In-charge for inventory by monthly and yearly
- ❖ Filing paperwork and maintain files in a neat and tidy manner
- ❖ Vacation and Resign & Termination are tracked.



**ABDULLA AL-KHODARI & SON'S .....2013 Till 2015 (KSA Riyadh)**  
**(Administrative Assistant)**

- ❖ Maintain database of all reports, presentations etc.
- ❖ Ability to manage confidential and other sensitive information
- ❖ Assist the Human Resources Manager in routine HR related administrative tasks
- ❖ Leading day-to-day payroll administration, including collecting timesheets and entering them into Oracle.
- ❖ Acting as initial degree of contact for inquiries and issues related to payroll
- ❖ Filing paperwork and maintain files in a neat and tidy manner
- ❖ Vacation and Resign & Termination are tracked.
- ❖ Employee transfers
- ❖ Arrange of Transportation for Arrival/Exit Employees & inform other projects, Head office

## **SKILLS**

- ❖ Strong administration skills, familiarity with business software such as Microsoft Office
- ❖ A high level of confidentiality, strong communication skills, both written and verbal
- ❖ The flexibility and willingness to learn To enjoy working with people
- ❖ The ability to work as part of a team Good administrative skills
- ❖ Very good communication skills in 3 languages (English, Hindi, Urdu,)
- ❖ Expert in ORACLE,ERP,E-TIME BIO-MATRIX,TALEO, V4PRROJECT
- ❖ Expert in Microsoft Access Database Design, Report, Form along with excellent knowledge in Excel, Word Documents and Power Point Presentation.
- ❖ Successfully completed short hand typing course, with the ability to type 35 wpm from Gulbarga hand typing center.

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## **DECLARATION:**

I hereby declare that the above information is true to the best of my knowledge and belief.

**(Mohammed Asif)**