



Fayyaz Mehmood Saudi Arabia +966551532011 4 fayazmehmood88@gmail.com

Objective

To obtain a challenging position in Administration area with leading organizations where my skills and experience can be effectively utilized to achieve the corporate goals.

Vision

Looking for challenging career, where there is a scope for demonstration, always on a look out for positive & bigger outlook, currency are ideas, thrive on Imagination & Passion, Rigorous thinking and boundless curiosity, Have fun attitude is everything.

Over (07) years of work experience that involves Operations / Administration in different Project (02 Years work experience in UAE & 05 Years work experience in KSA).

PROFESSIONAL SUMMARY

Working Experience



Job Title: Project Senior Administrator (Expertise Contracting Co. KSA)

Currently Working in Neom Project NRC-17 & 19.

Duties & Responsibilities:

- Coordinating office activities and operations to secure efficiency and compliance to company policies.
- Supervising administrative staff and dividing responsibilities to ensure performance.
- Manage agendas/travel arrangements/appointments etc. for the upper management.

- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures.
- Create and update records and databases with personnel, financial and other data.
- Track stocks of office supplies and place orders when necessary.
- Submit timely reports and prepare presentations/proposals as assigned.
- Assist colleagues whenever necessary.



Job Title: **Project Administrator (Al Jaber Heavy Lift & Transport, KSA)**

02 Years Working in Al Jaber Heavy Lift Transportation.

Role: To assist the Project Manager in keeping all personnel and equipment legal status in the Project.

- Assisting Project Manager in coordinating and administering all functions related to the Project Activities at site.
- Site Administrator at Ras al Khair New Ammonia3 Plant, KSA for Client Madeen. Crane used Demag CC8800, Demag CC2800
- Site Administrator at Jubail SWRO Water Plant Phase 2, KSA for Client Target. Crane used Demag CC2500, Liebherr LR1750 & Demag AC160, Demag AC100 etc
- Site Administrator at Taif Mansourah-Massarah Gold Project Client. L & T / Madeen. Crane used Demag CC-8800-1 Twin, CC-2800-1 Hitachi Summitomo SCX 2500, Demag AC160 & Demag AC100 etc.
- Site Administrator at Hawiyah Gas Plant Project Client Saipem. Crane use SCX 2500, DEMAG CC-2800-1, TEREX DEMAG AC 100 etc.
- Site Administrator at Fadhili Gas Plant (SRU #3) M/s M/s. Nasar Al Hajari Corporation. Crane use CC-2800-1, CC-2500, AC 160
- **Operations Role and Responsibilities since October 2018 to Present (KSA)**

02 Years Working in Petrozone Intl. -



- Preparation of gate passes for employees and equipment for all sites.
- Regular updates on gate pass data base.
- Coordination with the clients in regard to the mobilization of equipment to the sites.
- Arranging site inductions, safety training, H2S etc for all employees participating in the project.
- Collection of equipment time card and submit to the accounts department upon completion of project.
- Follow up on the expiry and renewal of equipment and personnel documents with various departments.
- Responsible to submit project report upon completion of the projects.
- Timely follow up on the security pass for personnel and equipment to the project sites.
- Perform the various backup or relief jobs as and when required.
- All Clerical and Administrative support to the project management as and when required.
- Evaluate situations (eg:- non availability of operators, immediate requirement of operator or supervisor onsite,) for the purpose of taking appropriate actions and/or for the purpose of taking appropriate action for resolving the issues.
- Preparation of cash outflow and inflow with the Account Department.
- Organizing all travel arrangement flight ticket visas for all the employees.
- Co-coordinating the day-to-day activities for the smooth operation to head office
Preparation and announcement of Site Related Memos and transmitting it to concerned authorities.

Operations Officer In Dunia Finance Since 2015 till 2017 (UAE)



Education Qualification	
Degree University & College	<ul style="list-style-type: none"> • Bachelor of Bussiness Administrator (Hons) Faculty of Mgt & Accounting, Abasyn University Peshawar
Higher Educational Qualification	<ul style="list-style-type: none"> • APSACS (Army Public School & College - Pakistan) • High School Leaving Certificate Peshawar - Pakistan.
Diploma Level	<ul style="list-style-type: none"> • Fundamentals of (Computer I.T) • Bussiness Communication. • Financial Accounting.

Language Skills

Language	Speaking	Reading	Writing
English	Fluent	Fluent	Fluent
Hindi	Fluent	Fluent	Fluent
Arabic	Basic	Blank	Blank

Computer Literacy

Operating systems:

- Windows NT/2000/XP/Vista/Win 7/Win 8 etc.

Packages and programmes:

- Typing Speed 60 to 70 wpm
- MS Office
- Excel, power point.
- Installing Drivers & Software Packages
- Upgrading, Servicing & Maintaining Computers
- Installing and Configuring Windows XP Operating Systems
- Modems, Web Configuration (Internet, E-mail) etc.

Other Skills & Competencies

- Office Management and administration affairs.
- Excellent interpersonal skills and leadership qualities
- Communicational and Analytical skills.
- Ability to work independently with minimum supervision, under volatile work environment.
- Good knowledge about the import and export documentation of the equipment's and vehicles
- Excellent interrelation communication with participation.
- Hard Working with the motivation to achieve higher targets.

Personal Information

FULL NAME : Fayyaz Mehmood
ADDRESS : Al Jaber Heavy Lift & Transport Co Ltd.
SEX : MALE
DATE OF BIRTH : 1988.02.08
NATIONALITY : Pakistan
MARITAL STATUS : Married
CONTACT NO : +966551532011
E-MAIL : fayazmehmood88@gmail.com
Blood Group : O⁺

Passport Details

Passport Details

- Passport Number : DX0158133
- Date of Issue : 02/09/2019
- Date of Expiry : 31/08/2024

**License
Details**

Saudi Arabia Driving License

Saudi Arabia Driving License

- License No : 2558447583
- DOE : 12/09/2028

Further information will be provided if required or on request.

Declaration:

I certify that the above particular furnished by me are true and accurate to the best of my knowledge.

Sincerely,

Fayyaz Mehmood

