

TO:

**The Recruitment Officer / HR Manager**

**Total Experience – *India 4 Years & Abroad 15 Years***

Sub: Post Applied for **Admin Officer /Admin Manager/HR Admin Incharge/Exe Secretary**

Respected Sir,

*In response to your job opening, please consider my resume in your search as above mentioned subject. I believe my background and skills closely match your job requirements and I am confident I can make a positive contribution to your Company.*

*Some key points that are relevant to this opportunity include:-*

* I have over more than* ***15 years*** *professional experience in an administrative capacity providing support and assistance to both a single department and multiple individuals throughout the company.*

* I have gained in-depth experience in data management, research, report writing, developing presentations, drafting correspondence, meeting, travel and event management and customer service. I have a comprehensive working knowledge of various computer applications including MS Word, Excel, PowerPoint and Access.*

* I work independently with little supervision. I have developed my skills as a resourceful problem-solver who uses his initiative and organizational skills to get the job done.*

* I am regarded as a competent team member who is always prepared to go the extra mile. Someone who is able to remain focused and self-directed in a fast paced work environment while dealing with conflicting demands.*

*If you are looking for a highly motivated who is committed to the highest standards of work performance I would welcome the opportunity to meet with you for an in-depth discussion. I am available for an interview at your earliest convenience.*

*Thank you for your time and consideration.*

Yours Sincerely,

**SHAIK DAWOOD S.A.R.**

***Mobile No.+91 9994031442***

***Email:*** [***shkdaw@rediffmail.com***](mailto:shkdaw@rediffmail.com)

**RESUME**

**SHAIK DAWOOD S.A.R.**

***Email Address:*** [***shkdaw@rediffmail.com***](mailto:shkdaw@rediffmail.com)

***Mobile No. +91 9994031442***

***Objectives:* *To obtain a challenging position within a dynamic organization, particularly in highly***

***Competitive areas wherein I can utilize my experience and hence prove myself eligible***

***for the same.***

***Total Experience – India 4 Years & Abroad 15 Years***

**Work Experience:-**

**1. From May 2014 to May 2016 - M/s. AL KHAYYAT CONTRACTING & TRADING CO,**

P.O. Box No. 201184, Doha - Qatar*.*

**Position Held** **HR** **Admin Incharge** *Mulltitask works*

Roles and Responsibilities:-

* Supports operations by supervising staff; planning, organizing, and implementing administrative systems.
* General Office Administration, Legal Compliances, Employee grievances, facilitating Corporate events etc.

 Maintains administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.

 Accomplishes 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.

 Provides supplies by identifying needs for reception, switchboard, mailroom, and kitchen; establishing policies, procedures, and work schedules.

 Provides communication systems by identifying needs; evaluating options; maintaining equipment; approving invoices.

 Purchases printed materials and forms by obtaining requirements; negotiating price, quality, and delivery; approving invoices.

 Completes special projects by organizing and coordinating information and requirements; planning, arranging, and meeting schedules; monitoring results.

 Provides historical reference by developing and utilizing filing and retrieval systems.

 Improves program and service quality by devising new applications; updating procedures; evaluating system results with users.

 Achieves financial objectives by anticipating requirements; submitting information for budget preparation; scheduling expenditures; monitoring costs; analyzing variances.

 Maintains continuity among corporate, division, and local work teams by documenting and communicating actions, irregularities and continuing needs.

 Maintains professional and technical knowledge by attending educational workshops; benchmarking professional standards; reviewing professional publications; establishing personal networks.

 Contributes to team effort by accomplishing related results as needed and responsible for facilitate delivery of outsource service, lease, renewal & insurance.

**2. From Jan 2013 to July 2013 - M/s. KHARAFI NATIONAL Co.**

P.O. Box No. 24081, Safat - Kuwait.

**Petrochemical Industries Project (PIC)**

*(Shutdown project for 6 months)*

**Position Held** **Executive Secretary**

(Worked in Admin Field)

Roles and Responsibilities:-

* Professionally and promptly handle day to day project administrative affairs.
* Coordinate and schedule meetings with projects management on various issues.
* Sending messages by e-mail, Fax, Internet operations.
* Answering the incoming phone calls.
* Liaison with the other departments / staff.
* Prioritizing the work schedule in terms of its urgency / importance and other aspects.
* Completing the work entrusted in time.
* Maintain/set up sophisticated filing systems using project management system.
* Typing variety of documents including majority of site specific correspondence.
* Logging in information into project management system.
* Manage site office to include maintenance, cleaning, equipment and supplies.
* Ensure continuance of office routine in supervisor’s absence.
* Writing reports, letters, memos etc. for supervisor’s signature.
* Coordinate and process general administrative work (time sheets, vacation requests, supply requisitions etc.) for supervisor’s signature.
* Perform additional assignments per supervisor’s direction.
* Maintaining and updating site IT and internal databases.
* Produce correspondence and documents and maintain presentations, records, spreadsheets and databases.
* Devising and maintaining office systems.
* Liaising with staff in other departments and with external contacts.
* Ordering and maintaining stationery and equipment supplies.
* Liaising with colleagues and external contacts to book travel and accommodation.
* Organizing and storing paperwork, documents and computer-based information.
* Handling medical & finger print for newly joined employees on site.
* Taking care of the Civil ID for new and old employees.

**3. From Sep 2001 to Jan 2012- ETA-ASCON STAR GROUP OF CONSTRUCTION Co.**

P.O. Box No. 5238, Dubai - UAE.

**Position Held** **Sr. Asst. Administrator**

(Worked in Administration Field) - ***(Multitask work)***

Roles and Responsibilities:-

* General Office Administration, Legal Compliances, Employee grievances, facilitating corporate events etc.
* Responsible for preparing reports, invoices, letters, memos and spreadsheets by MS Word, MS Excel, Database and software.

 Handled the tasks of accounting like managing employee payroll, processing accounts payable, maintaining budget control, finalizing monthly budget reports and preparing investment register.

 Performs facilities management and general office duties like ordering supplies and maintains the records of management systems.

 Responsible for providing administrative and secretarial support to Engineers and Project Manager like assisting visitors and answering telephone calls.

 Solved a number of administrative problems and queries.

 Served as a liaison in operational issues and resolution of day-to-day administrative tasks.

 Responsible for setting up and maintaining numerical, alphabetical and subject files

 Handled the responsibilities of interviewing candidates and making proper referrals.

 Composed correspondence, reports and memorandums by using computers and standard desktop software.

 Responsible for reviewing drafts and checked documents for appropriate grammatical usage.

 Handled the responsibilities of answering queries related to office operations.

 Responsible for establishing innovative policies and procedures of the organization.

 Provided guidelines to clerical employees and lower-level secretaries.

 Handled the tasks of greeting visitors and checking emails regularly.

 Responsible for monitoring and supervising monthly and weekly cost analysis reports to ensure adherence to the budget.

 Arranging vehicles for the staffs & labours and monitoring vehicles servicing in proper time.

 Monitoring drivers schedules to give program to work smoothly and regularly.

 Secrecy monitoring the Staff performance & updating to arrange appraisals

 Maintaining personnel profile as per DGM instruction and updating Monthly Payroll & Monitoring the Staff salary.

* Accomplishes 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.

 Purchases printed materials and forms by obtaining requirements; negotiating price, quality, and delivery; approving invoices.

 Achieves financial objectives by anticipating requirements; submitting information for budget preparation; scheduling expenditures; monitoring costs; analyzing variances.

***Project Handled:-***

1. PROJECT : CAPPRICORN TOWER - Dubai

NATURE OF THE PROJECT : CIVIL CONSTRUCTION WORKS

YEAR : 2010 - 2011

BUDGET COST : 800 BILLION

NATURE OF WORK : SR. ASST ADMINISTATOR

MANPOWER HANDLED STAFFS 400 Nos

WORKERS 3500 Nos

2. PROJECT: JUMEIRA TOWERS - Dubai

NATURE OF THE PROJECT : CIVIL CONSTRUCTION WORKS

YEAR: 2009 - 2010

BUDGET COST: 700 MILLION

NATURE OF WORK: SR. ASST ADMINISTATOR

MANPOWER HANDLED STAFFS 300 Nos

WORKERS 2250 Nos

3. PROJECT : EMIRATES TOWERS - Dubai

NATURE OF THE PROJECT : CIVIL CONSTRUCTION WORKS

YEAR : 2008 - 2009

BUDGET COST : 500 MILLION

NATURE OF WORK : SR. ASST ADMINISTATOR

MANPOWER HANDLED STAFFS 270 Nos

WORKERS 2500 Nos

4. PROJECT : CENTRAL SCHOOL - Abu Dhabi

NATURE OF THE PROJECT : CIVIL CONSTRUCTION WORKS

YEAR : 2007-2008

BUDGET COST : 425 MILLION

NATURE OF WORK : SR. ASST ADMINISTATOR

MANPOWER HANDLED STAFFS 230 Nos

WORKERS 2000 Nos

5. PROJECT : HOTEL GREENS - Dubai

NATURE OF THE PROJECT : CIVIL CONSTRUCTION WORKS

YEAR : 2006 - 2007

BUDGET COST : 400 MILLION

NATURE OF WORK : SR. ASST ADMINISTATOR

MANPOWER HANDLED STAFFS 200 Nos

WORKERS 1500 Nos

6. PROJECT : BURJUMAN CENTER MALL - Dubai

NATURE OF THE PROJECT : CIVIL CONSTRUCTION WORKS

YEAR : 2006 - 2004

BUDGET COST : 350 MILLION

NATURE OF WORK : ADMINISTATOR

MANPOWER HANDLED STAFFS 260 Nos

WORKERS 1430 Nos

7. PROJECT : MEDIA CITY - Dubai

NATURE OF THE PROJECT : MEP WORKS

YEAR : 2003 - 2004

BUDGET COST : 300 MILLION

NATURE OF WORK : ADMINISTATOR

MANPOWER HANDLED STAFFS 220 Nos

WORKERS 1800 Nos

8. PROJECT : CONFERENCE PALACE HOTEL - Abu Dhabi NATURE OF THE PROJECT : MEP WORKS

YEAR : 2001 – 2003

BUDGET COST : 800 MILLION

NATURE OF WORK : ADMINISTATOR

MANPOWER HANDLED STAFFS 250 Nos

WORKERS 2000 workers

(*More than 12 Years services)*

**3. From Jun 1999 to Feb 2001- NATIONAL FOOD PRODUCT Co.**

P.O. Box No. 2403, Abu Dhabi – UAE.

**Position Held** **Office Assistant cum – Computer Operator**

(Working in Accounting Date Entry Field)

**Roles & Responsibilities - *Accounting Packages: JD Edwards AS-400***

Sales Issues & Return Posting, Inventory Posting, Sales

Order Processing, Bank Transaction CPV (Cash Payment

Vouchers) & CRV (Cash receipt Voucher) Stock entering

Updating, Daily Issues posting also.

***Professional Strength***

* *Having strong analytical and problem solving skills.*
* *Dedicated flexible attitude and willingness to take responsibility of new areas work.*
* *Well organized and having pleasing personality.*
* *Ability to work independently as a team member.*
* *Self motivated with a high degree of integrity and directed effective administrative operations.*

***Key Competencies***

* Communication skills - written and verbal*

* Planning and organizing*

* Prioritizing*

* Problem assessment and problem solving*

* Information gathering and monitoring*

* Attention to detail and accuracy*

* Flexibility /Adaptability & Team work*

* *Customer service orientation*

***Training skills***

****** *Excellence Customer Service Operation & effective secretary skills.*

**4. India Experience**

Company Name : **SALZER EXPORTS PVT LTD**

Worked as Office Assistant cum Computer Operator

From (01st -Aug-1992 to 31st Aug-1993)

**PREMIER MILLS PVT LTD**

Worked as Office Assistant cum Computer Operator

(From (01st -Aug-1994 to 31st Mar – 1995)

**SELKAN CONSULTING**

Worked as Assistant Network Administrator

(From 01st -Apr-1995 to 31st July 1997)

*(Total 4 Years)*

**5. Personal Details :**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of Birth** | **Sex** | **Nationality** | **Religion** | **Marital Status** |
| 27.07.1974 | Male | Indian | Muslim | Married |

***Languages Known***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| English | Tamil | Hindi | Urdu | Malayalam |

**6. Educational Qualification:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE** | **SUBJECT** | **%** | **STATUS** |
| BA | Bachelor of Public Administration | **80%** | **SECOND CLASS** |
| DCA | Diploma in Computer Application | **90%** | **FIRST CLASS** |
| DPCS | Data Preparation Computer Software | **90%** | **FIRST CLASS** |
| CCA | Certificate Course of Computer Awareness | **90%** | **FIRST CLASS** |

***Education and Experience***

* Knowledge of relevant software*

* Knowledge of operation of standard office equipment.*

* Knowledge of clerical and administrative procedures and systems such as filing and record keeping.*

****** *Knowledge of principles and practices of basic office management.*

***IT & Software Knowledge***

* *Novell Netware installation & Trouble Shooting*
* *TCP/IP Transmission cabling & Maintenances*
* *Configuring system & Printer and local area network*
* *Windows 7 Operating System, MS-Office professionals, Maxima, Lotus Notes, Oracle & ERP etc.*

**7. Additional Activities:-**

*Holding Qatar Driving License : Light Car*

*Place of Issue : Qatar*

*Date of Issue : 20.08.2014*

*Date of Expiry : 19.08.2019*

*Holding India Driving License : Light Car & Two Wheeler*

*Place of Issue : Chennai*

*Date of Issue : 18.03.2005*

*Date of Expiry : 26.07.2024*

*I request declare that the above stated particulars are true and correct to the best of my knowledge.*