

SAJID HUSSAIN

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Address: Basra West Quarna 01 (Exxon Mobil DS6 Camp)

Visa Valid till _31_Mar_2020



CAREER OBJECTIVE:

To Pursue my excellence with Hard work, dedication and self-determination. Interactive with the best of my Professional approach towards my career Path and jobs assign especially Accounts/ Documents Controller/Administrative/Communication work and related service.

CAREER PROFILE/SKILLS:

- ✓ Managerial Skills, Administrative Skills, Team leading, Communication
- ✓ Analytical, Planning /Event Planning, Ability to Work Under Pressure
- ✓ Detail oriented, Decision Making, Time Management, Self-motivation
- ✓ Conflict Resolution, Leadership, Adaptability, Teamwork

PROFESSIONAL WORK EXPERIENCE:

Organization:

ALMCO GROUP OF COMPANIES. (IRAQ)

(Life support Div.)

Tenure:

31-Oct-2017 to till Present.

Designation:

**BILLETING /ADMINISTRATOR & HR COORDINATOR
(PROJECT with EXXONMOBIL.)**



Responsibilities:

- Serve as primary liaison between customer and company to determine customer's billeting needs and priorities, communicate protocol to staff regarding customer lodging assignments, and resolve issues
- Completes billeting operations to maximize customer service and value to the customer
- Oversee staff and activities to ensure proper maintenance and adherence to safety and cleanliness standards
- Conduct and review regular customer surveys to obtain feedback on customer satisfaction and quality of services
- Receives customer requests, notifies the service order desk regarding issues, escorts maintenance or other
- Administering employee health and welfare plan
- Assisting with new employee hiring processes
- Reconciling benefits statements
- Assisting with the performance review and termination processes
- Support and perform data-entry, documentation, financial tracking and filing duties for the program. Managing team.
- Assist the Program Officer & Operations Officer in registering and tracking all incoming and outgoing physical correspondence. Must keep accurate records of all assets and supplies going in and out the office. Staff time sheet preparing
- Assists in making sure to update and monitor the equipment inventory list of the program.
- Maintain the Staff Salary Roster.
- Update and filling staff documents.
- Maintain the schedule timesheets, overtime, annual and sick leave for the program
- Record keep of Maintenance work
- Conduct the Origination training for OGDCL staff. (safety, security and Hygiene)
- Prepare the petty cash vouchers.
- Tracker (VISA, SOC, MEDICAL)
- Review and update technical documents (e.g. manuals and workflows)
- Maintain confidentiality around sensitive information and terms of agreement

CAMP COORDINATOR:

SINCE Feb-2019 to Apr-2019

- Oversee the contractors needs to assign and organize cabin and bed assignment to validate occupancy for involving verification
- Ensure the camp facilities, cabins, canteen, kitchens and laundry are in good working order and organized at all times
- Utilize networking, influence negotiation skills and technical knowledge to help assure compliance with Project Camp operation requirements.
- Assures compliance and camp rules, operation procedures and reporting requirements
- Works closely with Contractor, Project personnel
- Daily Reports (POB, Life support, Rooms Analysis Report, Master board POB)

Organization:

UNICEF (Polio Project) PAKISTAN

(UNITED NATIONS INTERNATIONAL CHILDREN'S EMERGENCY FUND)

Tenure:

(07_APR_2014 TO 25_OCT_2017)

Designation:

COMMUNICATION SUPPORT OFFICER



Responsibilities:

- Planning and Organizing
- Identify UC-level activities for inclusion in District level communication plan and communicate to District Health Communication Support Officer (DHCSO)
- Identify IEC requirements and distribution plan and coordinate with necessary partners to ensure implementation.
- Ensure influential religious leaders, elders, etc. are included in team micro-plans
- Assist in preparation of SMs' work plan and ensure inclusion of SMs' names in the VC micro-plan
- Conduct initial and on-going listing and mapping of underserved communities and classification of these. Keep track of all children under 5, vaccination status, as well as migration patterns and practices.
- To ensure communication and social mobilization planning is included in UC micro plans of the highest quality.
- Support in micro planning, including determining best timings (flexible) for vaccination activities.
- Ensure, through Medical Officer in Charge that routine immunization services are made available to cover the high risk groups. Implementation & Monitoring (Mapping)
- Identify religion/cultural belief system/behaviors and accordingly use this to feed into communication material/ strategies and planning.
- Hold community events, meetings, rallies, etc. to mobilize underserved groups for polio vaccination.
- Monitor effectiveness of SMs and the activities conducted by him/her.
- Ensure orientation of Religious and Community leaders at the UC- level.
- Conduct UPEC Meeting/ Focus on Mobile team's training/ IPC Training

- Monitor the District Staff more than 200 peoples
- Reporting and Analysis
- Meeting with Mobile team's
- Evening meeting with **Assistant Commissioner/EDO/DDHO** to share the daily finding and challenges

Achievements:

- **Completed Micro planning.**
- **Zero Polio cases**
- **Zero Refusals in concern Area.**
- **Maximum coverage of Routine Immunization.**

Organization:

J. TELE-MARKETING

Tenure:

**OUT BOUND CALL CENTER
(20_Nov-2012 to 25_Oct-2014)**

Designation:

QUALITY ASSURANCE SPECIALIST



Responsibilities:

- Participates in design of call monitoring formats and quality standards, performs call monitoring and provides trend data to site management team, Provides Feedback to call center team leader and managers, Prepares and analyzes internal reports for management staff review
- Data Analysis, Prepared Presentation of Good and bad call.
- Training Session

Achievements:

Awarded certificate as an Employee of the Month on June-2014

Organization:

MTBC

Tenure:

**(MEDICAL TRANSCRIPTION BILLING CORPORATION)
(1ST Mar-2010 to 01_Oct-2011)**

Designation:

BILLING EXECUTIVE



Responsibilities:

- Ensure patient information is accurate and complete
- Request any missing patient information
- Obtaining referrals and pre-authorizations as required for procedures.
- Checking eligibility and benefits verification for treatments, hospitalizations, and procedures.
- Reviewing patient bills for accuracy and completeness, and obtaining any missing information.
- Preparing, reviewing, and transmitting claims using billing software, including electronic and paper claim processing.
- Following up on unpaid claims within standard billing cycle timeframe.
- Checking each insurance payment for accuracy and compliance with contract discount.
- Calling insurance companies regarding any discrepancy in payments if necessary
- Identifying and billing secondary or tertiary insurances.
- Reviewing accounts for insurance of patient follow-up.
- Researching and appealing denied claims.
- Answering all patient or insurance telephone inquiries pertaining to assigned accounts.

Organization: **WAFI INTERNATIONAL**
(GENERAL CONTRACTOR AND SUPPLIER)
Tenure: (06_NOV_2011 TO 10_OCT-2012)
Designation: **ACCOUNT ASSISTANT & ADMINISTRATOR**



Responsibilities:

- Management, Develop and check budgets,
- Analyze how well a business is performing,
- Verify, allocate, post and reconcile transactions
- Analyze financial information and summarized financial status
- Provide technical support and advice on management
- Reconcile financial discrepancies by collecting and analyzing account information.
- Coordinating office activities and operations to secure efficiency and compliance to company policies
- Supervising administrative staff and dividing responsibilities to ensure performance
- 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

Organization: **BRITISH COUNCIL**
(EXAM SERVICE) IELTS, O-LEVEL, A- LEVEL AND ACCA
Tenure: (JUNE_2012 TO Apr_2014)
Designation: **INVIGILATOR**



Responsibilities:

- Ensure students are supervised during the examination in a quiet and unobtrusive manner. Notify the Examinations Officer immediately should there be any concerns over behavior, malpractice or other issues.
- Be aware of evacuation procedures and ensure the invigilators on duty understand these
- Ensure the invigilation register is completed and be responsible for the signing in and out of any visitors to the examination room
- Ensure the room is accessible to all students, including those with any form of disability
- Arrange for the collection of stationery boxes, papers and answer booklets from the Examinations Officer;
- Reporting and data Collection & Compilation

ACADEMIC EDUCATION:

<u>DEGREE/CERTIFICATION</u>	<u>EXAMINING BODY:</u>	<u>YEAR</u>
Masters of Business Administration	National university of Modern Languages	DEC_ 2008
Bachelor of Commerce	Azad Jammu& Kashmir university, Muzaffarabad	JUNE_2006

CERTIFICATION/ ADDITIONAL SKILLS:

- **MS Office** (All versions, esp. MS Word, MS Power Point and MS Excel)
- **MS Excel** (MS Formulae, Reports Automation, Macros, Presentations w.r.t. Analysis)

LANGUAGES SKILLS:

- **English, Urdu, Arabic**

PERSONAL INFORMATION:

Father's Name : Mir Afsar khan
Date of Birth : 01-Jan-1984
Driving License : YES
Nationality : Pakistani

REFERENCE:

Reference will be furnished on demand.