**Projects Administrative**

**Khalida Asma Mohammed**

**Address : ABU-DHABI**

**Mobile : +971 56-3008413/+971 52-8060162**

**Date of Birth : 14.12.1989**

**E-mail :**  [khalidaazma@gmail.com](mailto:khalidaazma@gmail.com)

**Nationality : INDIAN**

**PROFESSIONAL EXPERIANCESS :**

**Al Reef Project L.L.C ( ARPCO) - Abu Dhabi, Musaffah - UAE**

**(*December 2014 and Present Working)***

***Working as Projects Administrator***

**ACCOUNTABLE TO**

Company C.EO, Managing Director and Projects and Contract Manager.

**ROLE**

- Ensuring that projects are run in compliance with the Organization’s requirements

- Providing guidance to project teams

- Maintaining and integrating project plans

- Tracking & reporting overall progress

- Administering the project budget

- Planning & scheduling resources for a group of projects

- Monitoring resource utilization

- Performing quality reviews

- Establishing and maintaining the project documentation library.

- Backup Documentation for company Reports

- Creating all the forms and format for the company

-Internal audit and make reports for each department

- Online registration for all new projects for the client

- Make company formats for the departments (Purchase, Accounts, HR, and Engineers

- Preparing Organization charts for each project for the company

**Present Projects Working On:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PROJECT NAME** | **CLIENT** | **CONTRACT NUMBER** | **LOCATION** | **DESCRIPTION OF WORK** | **TOTAL AMOUNT AED** | **PROJECT NAME** |
| Landscaping & irrigation Works | MUSANADA | FM/1K/R178/General /12/102 | Abu Dhabi | Operation & Maintenance of Soft Landscape & Irrigation Works | 69,600.00 | 2 YEARS |
| Landscaping & irrigation Works | MUSANADA | FM/FZ/R230/General/ 13/105 | Abu Dhabi | Operation & Maintenance of Soft Landscape & Irrigation Works | 135,200.00 | 2 YEARS |
| Soft landscape & Irrigation Maintenance works | IAT | IAT/12/13 | Abu Dhabi | Operation & Maintenance of Soft Landscape & Irrigation Works | 192,723.64 | 1 YEAR |
| Soft landscape & Irrigation Maintenance works | IAT | IAT/12/11 | Al Ain | Operation & Maintenance of Soft Landscape & Irrigation Works | 261,600.00 | 2 YEARS |
| Soft landscape & Irrigation Maintenance works | IAT | IAT/12/06 | Al Ain | Operation & Maintenance of Soft Landscape & Irrigation Works | 288,658.56 | 2 YEARS |
| Soft landscape & Irrigation Maintenance works | UAE-ARMY | CMW-11000- FM057 | Abu Dhabi | Operation & Maintenance of Soft Landscape & Irrigation Works | 648,654.00 | 2 YEARS |
| Construction & Maintenance of Soft landscape & Irrigation Works | UAE-ARMY | MW-OU-011-2010 | Maliha | Construction & Maintenance of Soft landscape & Hard Landscape & Irrigation Works | 6,171,484.00 | 5 YEARS |
| Construction of Soft landscape, Irrigation & Maintenance Works | Silver Coast UAE-ARMY | 195 MECH | Maliha | Construction & Maintenance of Soft landscape & Irrigation Works | 331,500.00 | 14 MONTHS |
| Construction & Maintenance of Soft landscape & Irrigation Works | UAE-ARMY | CMW-11000- FM064 VARIATION 1 | Abu Dhabi | Construct Operation & Maintenance of Soft Landscaping & Irrigation Works | 180,000.00 | 14 MONTHS |
| Construct of Soft Landscaping & Irrigation Maintenance Works | Silver Coast | 195-MECH | Maliha | Construction & Maintenance of Soft Landscape & Irrigation Works | 500,000.00 | 14 MONTHS |
| Contruct of Irrigation Works | PILLIXY-ADNOC | 6042 | Al Ruwais | Contruct of Irrigation Works | 750,000.00 | 1 YEAR |
| Construction & Maintenance of Soft landscape & Irrigation Works | Tawazun Industrial Par (TIP) | TIP(FM)/C&PD/0088-2013 | Abu Dhabi | Construction & Maintenance of Soft landscape & Hard Landscape & Irrigation Works | 123,732.00 | 6 MONTHS Extendable |

**Hyder Consultant UK Ltd.- Abu Dhabi, UAE**

**(*November 2012 and November 2014)***

***Worked as Document Controller / Administrator***

**ACCOUNTABLE TO**

Direct to Assistant Resident Engineer (ARE), Resident Engineer (RE)

**ROLE**

Site supervision for all the activities carried out by the contractor. Reports to his Line Management are to be an up-to-date, accurate, true, and legible, signed and dated record of the progress and site conditions.

**DUTIES & RESPONSIBILITIES UNDERTAKEN:**

1. Data Entry
2. Follow up on all Correspondence
3. Backup all Secretarial Files
4. Backup Documentation for Reports
5. Operate a team structure in running of all of our projects. Integrate and lead multicultural team and to demonstrate understanding of other team members who may have very different social and cultural backgrounds.
6. **Site Works**

a) Preliminary works consists the following site activities

* Inspect construction related to M,E&I installations as per approved shop drawings.
* Inspect material upon delivery and ensure proper storage.
* Maintain records for executed works.
* Inspect completed works.
* Check/update as-built review.
* Maintain records for testing & commissioning.
* Arrange and prepare the site for PAC inspection and handing over.
* Office Works

b) Update the following construction activities on daily basis

* Construction progress drawing
* Pipe laying progress record
* Inspection test records
* Manpower & Equipment record
* Material delivery record
* Site diary
* Measurement record of work done
* Pressure test record
* Construction photos record
* Inspection request record

1. Maintain daily report.
2. Assist in preparation of as-built drawing.
3. Co-ordinate with site ARE regarding the daily construction activities.
4. Type all site correspondences, reports and documents.
5. Manage incoming and outgoing mails and communications.
6. Maintain the filing system, both paper and electronic, according to company's filing standard procedures.
7. Input document data into the standard registers ensuring that the information is accurate and up to date.
8. Generate document control reports, as required.
9. Order in stationary for all site personnel.
10. Prepare site personnel timesheets
11. Perform any other related activity.

**Projects worked on**:

* **PROJECT: Contract No. O-1797**

REHABILITATION OF PUMPING STATIONS IN AL AIN – PHASE 1

* **PROJECT: CONSULTANCY AGREEMENT NO. O-1248**

WORK ORDER NO. 15 - CONTRACT NO. 1

INTERNAL ROADS AT VARIOUS LOCATIONS IN AL AIN – STAGE 17

* **PROJECT CODE: MU000848 & MU000849 (Supervision)**EMERGENCY WORKS FOR ROADS AND BRIDGES

IN AL AIN REGION – STAGE 5

* **PROJECT CODE: MU0001028**

ROADS AND INFRASTRUCTURE AT AL DAHER 5 AREA

WORK ORDER NO.7. CONTRACT 1, 2 & 3

* **PROJECT: CONSULTANCY AGREEMENT D-1047/B3**

REPLACEMENT OF WATER DISTRIBUTION NETWORKS FOR VARIOUS SECTORS IN CENTRAL REGION – CONTRACT 1 NO. D102285

* **PROJECT CODE: MU000799**

REHABILITATION OF MPS 17 PUMPING STATION – UREGNT WORKS

**TETRA Emirates Gen. Cont. & Main. Co. LLC**

***(April 2011 – November 2012)***

***Worked As Administrator/ HR officer & Accountant for all projects of company***

**DUTIES & RESPONSIBILITIES UNDERTAKEN:**

* Documentation (Filing, Registering, Monitoring & Tracking Documentation, Submission) and Data Entry
* Follow up on all Correspondence
* Backup all Secretarial Files
* Backup Documentation for Reports
* Assist the G.M for retrieving any information in correspondence
* Maintaining a Registry for all project related Documents
* Provide Administrative and Secretarial Support in Various Office Environments.
* Prepare Reports, Memos, letters & Other Documents for Office Administration & Projects
* Filing all Outgoing and Incoming letters for different projects and also help in filing for all the Quantity Survey system for the QS work for separating approved and disapproved ISR
* Filing for accounts; Statement of final Amounts for the Accountant, Supplier.
* Filing all the hard copies related to company petty cash and receipts
* Maintained file to deal with the weekly payments to nearly 200 suppliers.
* File for Fortnightly staff Expenses of the company
* Fortnightly do filing for all payment of invoices for groups overseas companies
* Established and maintained an effective system for filing analyzing and reporting on operating and capital expenditure
* Working on the accounts software easy wear of EZBuisness
* I prepared revenue budgets Filings, forecasts and plans for Marketing Managers filing
* Dealing with redundancies, gross misconduct, and maternity leave issues.
* Assisting in the short listing of suitable candidates from applications.
* Dealing and advising on disciplinary and grievance procedures.
* Developing & improving existing HR procedures and processes.
* Making sure that any promotions, transfers and pay rises take effect as planned.
* Assisting in the set up and maintenance of client & candidate databases.
* Conducting inductions for new employees.
* Providing employment references for past employees.
* Organizing and arranging interviews for candidates.
* Writing the terms of employment & contracts for new employees.
* Conducting interview with job applicants, asking relevant questions.
* Writing job specifications and designing job adverts.
* Deciding which online job sites & newspapers to advertise jobs in.
* Conducting pre-employment checks on job applicants i.e. references, medical approval, academic etc.

**Projects worked on**:

* **Up Grading Al Salam Street – Cont.01 (Sub Contractor for Storm Water and Irrigation Relocation Work.**

Consultant: Parsons.

Main Contractor: Samsung - Saif Bin Darwish. Client: Abu Dhabi Municipality.

* **O-1185 Project – Storm Water, Irrigation and Sewerage Pipeline Work**

Consultant: Dorsh.

Main Contractor: Al Jaber.

Client: Abu Dhabi Sewerage Services Company.

* **T/90 – Connection and Installation of Electronics Toilets**

Consultant: Parsons

Main Contractor: Tetra Emirates. Client: Abu Dhabi Municipality

* **AL WATANI 400 AL RAHA VILLAS-1 – Sub Contractor Sewerage, Drinking water, Irrigation and storm water works**

Main Contractor: CGC House

Sub-Contractor: Tetra emirates

Consultant: Mott Macdonaled  
Client: Sorrouh

* **Al Raha Gardens – Sub Contractor for the making Park**

Main Contractor: CGC House

Sub-Contractor: Tetra emirates

Consultant: Mott Macdonaled

Client: Sorrouh

**EDUCATION:**

* Bachelor of Science (Botany – Zoology – Chemistry – Physics) - 2010

St. Ann’s Degree College, Hyderabad, India.

Osmania University, Hyderabad, India.

* HSC (Higher Secondary High School Certificate, Metric) - 2007

Ms Education, Andhra Pradesh Hyderabad Deccan

* JUNIOR SCHOOLING - 2005

The Model School & Al Noor Indian Islamic School Abu – Dhabi.

**COURSES DONE:**

* **HEARTSAVER** CPR & AED COURSE at Hyder Middle East Limited, Abu Dhabi. UAE
* **ISO9000** : Quality Management Systems –

Fundamentals and Vocabulary

* **ISO9001** : Quality Management Systems – Requirements
* **ISO9004** : Quality Management Systems – Guidelines for Performance Improvement
* **ISO19011** : Guidelines for Auditing Management Systems

**MANAGING SKILLS :**

* Internal Auditing for the company
* Computer Windows Operator
* Microsoft Office (MS Word, MS Excel, MS Access and Power Point)
* Able To Work with any programs
* Programming Languages
* Oracle Language
* Visual Basic Language
* Networks
* Soft Ware Maintenance

**PERSONAL PROFILE**

* A proactive and hands-on person with a positive team attitude.
* Creative with a high degree of flexibility.
* Strong professional integrity and work ethic.
* Organized and efficient, with an ability to refine work practices.
* Professional appearance and attitude with an outgoing personality.
* Communicative, Sincere, hardworking.
* Proactive and team work.
* Calm, Confident and Commitment to excel in a given field.
* Good analytical skills with problem-solving capabilities

**INTRESTS AND EXTRAS:**

* Interest in study in zoology (Animal Studies) and also did the Dissections of Insects and reptiles during University
* Judo Player-On National Level (2009)
* Reading & Outdoor activities

**LANGUAGES SPOKEN:**

 Hind & Urdu : Native Language (fluent)

 English : Second Language (fluent)

 Arabic : Second Language (Basic)

 Reading Skills : Excellent

 Writing Skills : Excellent

 Speaking Skills : Excellent

**REFERENCES:**

Available upon request

**PERSONAL STATUS:**

Father’s Name : Mohammed Aleemuddin Khan

Passport No : F 5542633

Visa status : ARPCO Sponsor

License : Abu Dhabi U.A.E License Holder, available by own transport.