

# MOHAMED RIYAS

## EXECUTIVE ASSISTANT & ADMINISTRATOR

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### SUMMARY

- Insightful experience of over 14 years in the Engineering & technology business with excellent communication skills and ability to work with a team to ensure goals.
- Executive support in the field of Administration, Accounting, Financing, Human Resources, Procurement, Sales & Marketing, Business Development, Client Co-ordination and Servicing, Team Management.
- Dedicated and focused Administrative who excels at prioritizing, completing multiple tasks simultaneously, and following through to achieve project goals.

### OBJECTIVE

- A challenging career in an estimated organization to utilize & enhance my skills.
- To contribute for further development of the organization.
- To be a one among the best personalities in the organization

### CAREER ACHIEVEMENTS

- High initiative with strong self-management skills
- Skilled at solving customer, employee and supplier relations problems.

### HIGHLIGHTS

- Emotional Intelligence
- Business Development
- Recruitment
- Accountability
- Procurement
- Vendor Registration
- Documentation
- Filing
- Meeting support
- Travels arrangements
- Macro Excel, MS Office proficient
- Quickbooks, Zohobooks
- Business writing
- Dedicated team player
- Head Hunting
- Sales & Marketing
- Advertising
- Campus recruitment
- Contractual Negotiations

## **PROFESSIONAL EXPERIENCE**

### **SAUDI EXPERIENCE:**

**COMPANY NAME : HIGH ENGINEERING CO**  
**DESIGNATION : EXECUTIVE ASSISTANT & ADMINISTRATOR**  
**DURATION : MARCH 2011 – NOV 2021**

### **JOB DESCRIPTION:**

- Company is dealing with Engineering, Inspection, Consultation, Equipment Reliability and Electro Mechanical Construction.

**Major Clients: Saudi Electricity Company, Saline Water Conversion Corporation, Shuaibah Water & Electricity Company, Armed Forces Hospital, P&G, King Fahd Military Medical Complex, Security Forces Hospital, etc....**

#### ***Administrative:***

- Handling official correspondence, filing, appointments etc.
- Handle all employee, customer and supplier relations inquiries.
- Knowledge in Preparing Manuals, PPT Presentation, Broachers.
- Maintain confidential records and files
- Maintain records of decisions
- Prepare correspondence, reports and other documents for Clients, Recruitment Agencies, and Suppliers etc.
- Arrange essential mail in priority action order for General Manager.
- Maintain calendar; ascertain which events require boss's presence
- Handling general system support

#### ***Procurement:***

- Responsible of RFQ issuance, End to end bidding process
- Strong knowledge in sourcing of local & international supplier for procuring the appropriate material based on the clients requirement.
- Analyze all suppliers in order to select the most suitable suppliers with competitive pricing.
- Negotiate with suppliers on lead-time, cost and quality so as to obtain the maximum benefit for the company.
- Responsible for the Coordination of Shipment agency for Logistics, Clearance & SABER/SASO requirement
- Maintaining a deep understanding of standard subcontract templates, contracts policy, legal risk and liability, and company position on various matters.

#### ***Accounting:***

- Preparing daily entries
- Payroll process
- Preparing Petty Cash, Payment request for projects and administrations
- Quarterly VAT - Tax return submission.
- Knowledge in Financial statement preparation & support Financial Team.

#### ***HR:***

- Screen CV's, Shortlisting & Selecting the appropriate applicant for the final interview.
- Arrange interviews (Face-to-Face / Skype Video Call).
- Maintain DBMS for Candidates.
- Conduct reference and background checks on applicants.
- Seek new avenues for sources applicants

- Implementing and Maintaining HR Policies. Provide expertise in areas (e.g. HR processes, policies, and transactions).
- Maintain appropriate communication and relations with Local Manpower Supplier & International recruitment agencies.

**Sales:**

- Sourcing of competitive supplier for the project execution materials and services.
- Sales& Service dealing with local and international suppliers
- Maintaining record list for the competitive supplier
- Dealing with overseas joint ventures & vendors.

**Projects:**

- Strong knowledge in preparation of Quotation, Purchase Order to suppliers, Invoice, Cost Sheet Budgeting plan VS Actual, Project Planning, Bidding, Pre-Qualification, Project Reports.
- Daily reporting of Project status update
- Working knowledge in Various clients Vendor Registration, SAP System - Supplier portal for Bidding, Company commercial document uploading, RFQ, Quotation Submission, Purchase Order, Invoice submission etc.

**COMPANY NAME : AL-MUAZANAT INDUSTRIAL SERVICE CO LTD.**

**DESIGNATION : HR CONSULTANT**

**DURATION : JULY 2010 – MARCH 2011**

**JOB DESCRIPTION:**

- Company is dealing with temporary and permanent staffing for KSA.
- Responsible for Pre & Post recruitment process.
- Handling official correspondence, filing, appointments etc.
- Screen CV's.
- Conduct reference and background checks on applicants.
- Arrange interviews (in-person / telephonic).
- Draft and tender offer letters.
- Negotiating the salary with the selected candidates as per the company salary structure & extend the offers to successful candidates.
- Negotiating terms of employment
- Seek new avenues for sources applicants
- Shortlist the candidates according to the clients need.
- Doing business development activities
- Getting appointments from the company
- Meet and deliver on-board presentations for the new comers
- Headhunting – identifying and approaching suitable candidates.
- Explain about the recruitment procedures, Agreements process etc.
- Preparation of statistical recruitment data, provides timely reports
- Provide expertise in areas (e.g. HR processes, policies, and transactions).
- Handling exit interviews for all the outgoing employees.
- Preparing reports on the basis of Exit Interview and taking necessary action in consultation with Management for betterment of existing employees
- Provide analytical support for managers & employees in the area of HR related matters, including HRIS and data management.
- Maintain appropriate communication and relations with recruitment agencies around the KSA.
- Reporting to the boss.

**INDIAN EXPERIENCE:****PREVIOUS ORGANIZATION: IBIN TECHNOLOGY SOLUTIONS****DESIGNATION : ASSOCIATE HR****DURATION : MARCH 2009 – MARCH 2010****JOB DESCRIPTION:**

- Handling Pre & Post recruitment process.
- Scoring the candidates from the job portal.
- Calling the candidates regarding job opening, allocate them to the interviews.
- Handling official correspondence, filing, appointments etc.
- Taking care of banking process for the candidates who recruited for the position.
- Responsible for day today interaction with Sr Management.
- Responsible for campus recruitment.
- Handle day to day activities such as releasing offer letters, exit letters
- Maintain MIS.
- Sending daily & weekly reports.
- Handling exit interviews for all the outgoing employees.
- Responsible for their Full & Final Settlements.
- Preparing reports on the basis of Exit Interview and taking necessary action in consultation with Management for betterment of existing employees
- Achieve the monthly target.
- Reporting to the manager.

**PREVIOUS ORGANIZATION: TARGET CUSTOMER CARE****DESIGNATION : MARKETING EXECUTIVE****DURATION : JULY 2006 TO JUNE 2007****JOB DESCRIPTION:**

- Our organization deals with sales & service of desktops, laptops.
- Dealing with institutions, corporate & individuals.
- Meet them directly & explain about the product features, discounts etc
- Developing new Customers
- Getting appointment with clients.
- Handling customer queries and complaints
- Building relationships with End-Users
- the necessary documentation and forms for cost-effective and lawful execution of all sales
- Achieve the monthly target
- Monthly achievement 4 – 5 No.s
- Reporting to the manager.

**PREVIOUS ORGANIZATION: SURF EXCEL [PART TIME]****DESIGNATION : SALE EXECUTIVE****DURATION : 3 MONTHS****JOB DESCRIPTION:**

- Handling direct sale of surf excel quick wash.
- Meet the customers directly into the field.
- Explain about new product features.
- Showing demo to the customers.
- Achieve the daily target.

- Reporting to the Team Leader.

**PREVIOUS ORGANIZATION: INFOSYS [PART TIME]  
DESIGNATION : EXAM INVIGILATOR**

### **EDUCATION AND CERTIFICATION**

- MBA (**HR & Marketing**) - Jeppiaar Engineering College (Anna University)  
2007-2009
- BCA - New College, Chennai (Madras University)  
2003-2006

### **PERSONAL INFORMATION**

<b>Name</b>	Mohamed Riyas Abbas.
<b>Father's Name</b>	S.M. Abbas.
<b>Contact Address</b>	C-14, MMDA Colony, Arumbakkam, Chennai - 600106
<b>Date of birth</b>	28 <sup>th</sup> December 1985
<b>Gender</b>	Male
<b>Languages known</b>	English – Excellent Tamil – Excellent Arabic – Basic Malayalam – Basic Hindi – Basic
<b>Contact Number</b>	+91-7708883433
<b>E-mail Address</b>	mohamed.riyas0@gmail.com
<b>Passport Number</b>	U0847476
<b>Marital Status</b>	Married
<b>Driving License (LMV)</b>	Saudi Arabia, India

### **DECLARATION:**

I declare that the above details are true and correct to the best of my knowledge.....,

**Signature**

**[Mohamed Riyas Abbas]**