



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:-**

- |                                                                                                                                                                 |                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <p>1. PROJECT :<br/>NATURE OF THE PROJECT :<br/>YEAR :<br/>BUDGET COST :<br/>NATURE OF WORK :<br/>MANPOWER HANDLED STAFFS 400 Nos<br/>WORKERS 3500 Nos</p>      | <p>CAPPRICORN TOWER - Dubai<br/>CIVIL CONSTRUCTION WORKS<br/>2010 - 2011<br/>800 BILLION<br/>SR. ASST ADMINISTATOR</p>      |
| <p>2. PROJECT:<br/>NATURE OF THE PROJECT :<br/>YEAR:<br/>BUDGET COST:<br/>NATURE OF WORK:<br/>MANPOWER HANDLED STAFFS 300 Nos<br/>WORKERS 2250 Nos</p>          | <p>JUMEIRA TOWERS - Dubai<br/>CIVIL CONSTRUCTION WORKS<br/>2009 - 2010<br/>700 MILLION<br/>SR. ASST ADMINISTATOR</p>        |
| <p>3. PROJECT :<br/>NATURE OF THE PROJECT :<br/>YEAR :<br/>BUDGET COST :<br/>NATURE OF WORK :<br/>MANPOWER HANDLED STAFFS 270 Nos<br/>WORKERS 2500 Nos</p>      | <p>EMIRATES TOWERS - Dubai<br/>CIVIL CONSTRUCTION WORKS<br/>2008 - 2009<br/>500 MILLION<br/>SR. ASST ADMINISTATOR</p>       |
| <p>4. PROJECT :<br/><br/>NATURE OF THE PROJECT :<br/>YEAR :<br/>BUDGET COST :<br/>NATURE OF WORK :<br/>MANPOWER HANDLED STAFFS 230 Nos<br/>WORKERS 2000 Nos</p> | <p>CENTRAL SCHOOL - Abu Dhabi<br/><br/>CIVIL CONSTRUCTION WORKS<br/>2007-2008<br/>425 MILLION<br/>SR. ASST ADMINISTATOR</p> |
| <p>5. PROJECT :<br/>NATURE OF THE PROJECT :<br/>YEAR :<br/>BUDGET COST :</p>                                                                                    | <p>HOTEL GREENS - Dubai<br/>CIVIL CONSTRUCTION WORKS<br/>2006 - 2007<br/>400 MILLION</p>                                    |

NATURE OF WORK :  
MANPOWER HANDLED STAFFS 200 Nos  
WORKERS 1500 Nos

SR. ASST ADMINISTRATOR

6. PROJECT :  
NATURE OF THE PROJECT :  
YEAR :  
BUDGET COST :  
NATURE OF WORK :  
MANPOWER HANDLED STAFFS 260 Nos  
WORKERS 1430 Nos

BURJUMAN CENTER MALL - Dubai  
CIVIL CONSTRUCTION WORKS  
2006 - 2004  
350 MILLION  
ADMINISTRATOR

7. PROJECT :  
NATURE OF THE PROJECT :  
YEAR :  
BUDGET COST :  
NATURE OF WORK :  
MANPOWER HANDLED STAFFS 220 Nos  
WORKERS 1800 Nos

MEDIA CITY - Dubai  
MEP WORKS  
2003 - 2004  
300 MILLION  
ADMINISTRATOR

8. PROJECT :  
Dhabi NATURE OF THE PROJECT :  
YEAR :  
BUDGET COST :  
NATURE OF WORK :  
MANPOWER HANDLED STAFFS 250 Nos  
WORKERS 2000 workers

CONFERENCE PALACE HOTEL - Abu  
MEP WORKS  
2001 - 2003  
800 MILLION  
ADMINISTRATOR

(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 (01<sup>st</sup> -Aug-1992 to 31<sup>st</sup> Aug-1993)  
**PREMIER MILLS PVT LTD**  
 Worked as Office Assistant cum Computer Operator  
 (From (01<sup>st</sup> -Aug-1994 to 31<sup>st</sup> Mar – 1995)  
**SELKAN CONSULTING**  
 Worked as Assistant Network Administrator  
 (From 01<sup>st</sup> -Apr-1995 to 31<sup>st</sup> July 1997)  
*(Total 4 Years)*

## **5. Personal Details :**

<b>Date of Birth</b>	<b>Sex</b>	<b>Nationality</b>	<b>Religion</b>	<b>Marital Status</b>
27.07.1974	Male	Indian	Muslim	Married

### ***Languages Known***

English	Tamil	Hindi	Urdu	Malayalam
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## **6. Educational Qualification:-**

<b>COURSE</b>	<b>SUBJECT</b>	<b>%</b>	<b>STATUS</b>
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.*