

Muhammad Ashiq

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Seeking Position: **Site Administrator/ Secretary / Document Controller**



OBJECTIVE

To be sincere with my profession and to achieve the highest of my field and it is my high objective to interact with people in professional environment and to learn more out complex and challenging needs and also seeking an opportunity to working competitive environment to enable the skills.

PERSONAL PROFILE

Ambitious and energetic composed under pressure and get along very well with people at all levels. Possess excellent correspondence & communication skills, Very organized with professional approach.

Father Name	:	Muhammad Sadiq
Date of Birth	:	02 nd February, 1984
Religion	:	Islam
Present Address	:	Bin Hafeez General Contracting L.L.C – Abu Dhabi
Marital Status	:	Married
Nationality	:	Pakistani

ACADEMIC & PROFESSIONAL QUALIFICATIONS

Certificate Intermediated	:	Board of Intermediate & Secondary Education – Lahore, Pakistan
Certificate in Auto Cad (2D+3D)	:	Hasdis Master Computer Collage (Hardware, Software & Digital Information Services) – Haripur Pakistan
Certificate in Administration Course	:	A.Q Khan Technical Training Center & Laborites – Haripur Pakistan
Certificate in Fire Fighting	:	Aims Training Center – Abu Dhabi

Computer Skills

Excellent Computer & Typing Skills (English – Arabic – Urdu)

- **ORACLE** Primavera Unifier currently using for M/s. Musanada
- **EDMS** Software (Electronic Document Management System) currently using for M/s. AD Ports
- Operating Window 98, 2000, XP, Window 8 and 10
- Ms. Office (MS. Word – MS. Excel – MS. Power Point – MS. Publisher – MS. Outlook)
- General Knowledge of Adobe Photoshop and Corel Draw
- Inpage (Urdu & Arabic Software)

Key Skills & Competencies

- ❖ Excellent analytic, communication and interpersonal skills, including the ability to work in a high confidential environment and confidently act with discretion.
- ❖ High level of computer literacy with word processing and presentations.
- ❖ Sound understand all of the company's process, policies and procedures.
- ❖ Flexible and versatile and able to work in high-pressure environments.
- ❖ Self-motivated and ability to operate autonomously when required.
- ❖ Ability to confidently communicate to all levels within the organization.
- ❖ High level of attention to detail, time management and organizational skills.
- ❖ Excellent information gathering and information monitoring skills.
- ❖ Understand priority and importance of works
- ❖ Able to react quickly and effectively when dealing with challenging situations.
- ❖ Assisting departments with queries and documentation requirements & submission.

Experience History

Total Experience= 18 Years

Total 18 Years' experience (03 years in Pakistan & 15 Years in UAE): they are summarized as follows.

September 2018 to-Till Date

Company : M/s. Bin Hafeez General Contracting L.L.C
Position : Document Controller / Secretary

Projects

Client : Department of Transport (DoT)
Employer : M/s. Musanada
Consultant : M/s. AAW Consulting Engineering / Pioneer Engineering Consultancy Service
Project : Upgrading of E15 Highway from Ghayathi to Ruwais (Phase -1)

Client : Abu Dhabi Ports Company
Project : Mugharra Port Landside Package – Contract# 2105-202

March 2003 to-September 2018

Company : M/s. Al Jaber Transport & General Contracting (Road Division) – Abu Dhabi
Position : Site Administrator
Position : Document Controller

Projects

From Nov 2011 to September 2018 : Hard Facility Management – ICAD II, ICAD III & AAIC Al Ain) BU# 576 & BU#641
April 2010 to Sep 2011 : Infrastructure for Emirati Housing Community – Yas Island
Oct 2006 to Feb 2010 : With M/s. Al Jaber Water Works Division
Mar 2003 to Aug 2006 : Construction of 1000 Mm Dia D.I Pipeline from Shuwehat to Al Silla

Job Responsibilities

- Maintaining a Tracking facility to enable documents to be updated easily.
- Coordinate all Employees, Visitors and subcontractors travel and accommodation arrangement including Rest area and recreation.
- Coordinate all site visitors and site mobilization requests.
- Understand, Manage and apply compliance with the restoring guidelines, Leave Entitlements and termination of employment procedures.
- Liaise with stakeholders to rectify any roster, leave or termination discrepancies.
- Record daily pre-start sign on / sign off timesheets and requests for leave.
- Ensure all leave forms are completed and sent to payroll in timely manner.
- Assist with payroll queries from wages employees.
- Follow up on daily pre-start checklist for vehicles and plants.
- Assist the HSE Team in maintaining all necessary safety requirements on Site, Offices, store and camp area, where required.
- Provide back charges to Subcontractor for accommodation, fuel, PPE and others.
- Establish and maintain all registers (i.e. Equipment, staff attendance, Stores, payroll... etc.) in accordance with decimal procedure and quality control frameworks.
- Maintain all training records.
- Coordinate PPE requirements and distribute accordingly.
- Order and maintain stationery supplies and other miscellaneous office items required on site.
- Coordinate mail and courier packages distributions, photocopying and altering team members of urgent and important matters.
- Attend to general incoming queries, directing them to the relevant staff members where necessary.
- Scanning in all relevant new documents.
- Checking dispatch documents are accurate.
- Presentation and filing of documents and drawings.
- Responsible for maintaining hard copy information.
- Issuing and distributing controlled copies of information.
- Ensuring all documents is as up to date as possible within electronic filing system.
- Follow-up with vendors/consultant about whether the email file has been received and notifies them of any delay in response time.
- To maintain proper record for all documents whether inside or outside the company.
- Remove superseded drawings/ technical data and replace with more current data from the site.
- Prepare Log and distribute all outgoing transmittal.
- Using documents numbering system (Controlled Documents No) for maintaining and documents.

January 1997 to June 1998

Company : M/s. Al Fateh Security Services (Pvt) Ltd. Karachi - Pakistan
Position : Logistic Coordinator

Job Responsibilities

- Using different software/Application as per requirement of Management or Location.
- Staff & Equipment Weekly & Monthly timesheet preparing.

July 1997 to December 1998

Company : M/s. Maple Leaf Cement Factory Limited – Iskender Abad – Pakistan
Position : Secretary / Asset Admin Supervisor

Job Responsibilities

- Maintain the office work and related affairs of G.M office.
- Maintain the records of employee's leave.
- Preparing the Employee's Vacation schedule.
- Incoming & outgoing correspondences receiving and recording.
- Responsible for the administration related affair assigned by the admin manager.
- Preparing the profile of offices and workers.

Language Knows

- English (Written & Spoken) Good
- Arabic (Written & Spoken) Good
- Urdu (Written & Spoken) Good
- Local Languages (Hindko – Punjabi – Pashto) Good

I hereby declare the details and information's furnished here are true and correct to the best of my knowledge. And I requested you kindness to contact me if you are required more details.