

**ABID NAWAB**

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**Professional Summary:**

- Utilized Microsoft Outlook to create emails, retrieve emails, schedule meetings, conference calls and other departmental events.
- Ability to multi-task and adapt to change, detailed oriented, versatile, and flexible, performed administrative support, and reporting analysis for senior managers and department.
- Assisted in conducting and leading staff meetings, training activities, and other activities as directed.
- Created training material, managing departmental hardware inventory.
- Generated status reports to senior management activities critical to meeting project and departmental goals.
- Responded to requests from various teams related to metadata changes through collaborating with the business and technical team ensuring information has been captured correctly.
- Set up and coordinated meetings, department events, prepared and disseminated meeting agendas and minutes, created, and provided updates to policies and procedures.
- Worked closely with business partners to establish business requirements and reporting. Worked to resolve issues with little to no supervision.

**Work Experience: 05**

**Tech Group Ajman (United Arab Emirates)**

**Ajman- U.A.E.**

**Joined September 1, 2020, till now.**

**Head Office**

**Designation: Document controller/ Record Controller**



**Duties and Responsible:**

- Implement and maintain document control processes and procedures
- Develop and maintain the Document Management System
- Manage all flows of documents either in electronic form or on paper support
- Ensure Document Management accordingly to established procedures or standards (documents numbering, formats, issuance, review, dispatch, recording and archiving)
- Maintain and manage electronic and hard copy documents as required
- Process incoming documentation (registration in the DMS, internal distribution, archiving)
- Process outgoing documentation (transmit to Client and Suppliers/3rd parties)
- Ensure all drawings/documentation are correctly identified, distributed, and filed/stored
- General document control activities such as photocopying, scanning, analysis of supplier's documents compliance with Company standards regarding numbering and all others aspect related to document quality
- Assistance in the preparation collation and issue of reports and registers as may be required
- Monitor technical documents review and approval in accordance with agreed schedule
- Monitoring of documentation progress in cooperation with the project planner
- Produce internal and external (Clients and Suppliers) over-due reports
- Ensuring the use of standardized forms and Templates.

**Work Experience: 04**

**Tech Engineering LLC Dubai (United Arab Emirates)**

**Dubai - U.A.E.**

**Joined Oct 30, 2018, till August 31, 2020.**

**Project: Khalidiya Palace Hotel Dubai (5 Star)**

**Designation: Admin Coordinator/Document controller**

**Duties and Responsible:**

- Register the internal and external documents.
- Direct the activates concerned with contractor for the purchasing of materials products and services as per project requirement.
- Effectively analyzing the market and delivery systems to assess the present and future market availability.
- Interact with vendor and suppliers on behalf of organization and negotiate with them on prices.
- Sub- Contract Agreement Log/ LPOs Log, Invoice submission log update.
- Assist in preparing payment certification/Preparing monthly payment schedule as per the management instruction.
- Maintain document control registers/ document for incoming and outgoing project documents.
- Ensure all hard and electronic copy distribution of controlled document to focal point.
- Maintain documents for transmittal process for project documents.
- Expedite and maintain the acknowledgement to transmittals sent to various departments.
- Expedite response to transmittal process sent for review /comment.
- Follow procedure and update document control procedures whenever necessary.
- Filling and archiving of documentation to facilitate easy retrieval later date.
- Send of drawing transmittal and submittals.

**Experience: 03**

**Employer: Suffah Children Academy Kahi Nowshera (Pakistan)**

**Joined Sep 1, 2017, till Oct 25, 2018**

**Designation: Administrative Officer/Academic Coordinator**

**Duties and Responsible:**

- Charged with office inquires and communication, trust fundraising, staff roster and scheduling
- Meeting with clients and achieving new contracts by Presenting them about the company Profile, Goals and Achievements
- Develop and maintain relationship with schools and other professional organizations
- Scheduled, trained, and oversaw employees in day-to-day operations
- Prepared and reported weekly and monthly spreadsheet of performance of staff and children.
- Responsible for collecting the payments
- Managing Salaries and expenditures including Petty Cash
- Taking care of all the documents related formalities
- Collaborated with a team to produce social media campaign to promote the social responsibility of organization.

**Experience: 02**

**Employer: Giga Engineering and Construction SDN BHD (Malaysia)**

**Joined Jun 13, 2016, till Jun 07, 2017**

**Project: East Kalang Expressway Malaysia**

**Designation: Storekeeper**

**Duties and Responsible:**

- Maintain receipts, records, and withdrawals of the stockroom

- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
- Rotate stock and coordinate the disposal of surpluses
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
- Coordinate the handling of freight, the movement of equipment, and necessary minor repairs

#### Experience: 01

**Employer: China State Construction and Engineering corporation (Pakistan Branch)**

**Joined in Feb 1, 2015, till May 31, 2016**

**Designation: Assistant Human Resource Manager**

**Project: New Islamabad International Airport Pakistan**



#### Duties and Responsible:

- Addressing and answering questions and queries from any employee regarding their position, salaries.
- Receiving and answering incoming phone calls and emails.
- Writing and handing out documents.
- Maintaining an updated database of all employee information and documentation.
- Liaising with employees and company executives to provide conflict resolution.
- Scheduling appointments and interviews with employees and new candidates.

#### Education:

- B.S. COMMERCE (MGT) (University of Peshawar, Pakistan)
- F.Sc. Pre Engineering (BISE Mardan, Pakistan)
- Metric Science (BISE Mardan, Pakistan)

#### Computer Knowledge:

(MS Word, MS Excel, MS Power Point etc.)

Window Operating System

Web Browsing

#### Language Skills:

English, Urdu, Hindi

#### Personal:

- D.O. B Oct-21-1991
- Passport No: AP9636522
- Religion: Islam
- Nationality: Pakistani
- Visa Status: Can join Immediate

#### Acknowledgement:

I do hereby solemnly confirm that the information furnished above is true to the best of my knowledge and belief. Kindly Contact on 056-5618394.