****ABID NAWAB**

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**Contact: 0971-565618394, 0971553889520**

**Address: Tech Wood building Al Jorf Industrial Area 1**

**P O Box 4048 Ajman UAE.**

**Administration Coordinator cum Document Controller**

5+ years of extensive experience in defining and implementing HR strategies, and Documentation in construction Industry.

# Profile Summary

### Highly efficient and diligent administrative office professional with Five years of experience in management. Capable leader with excellent skills in delegating responsibilities to others and supervising and evaluating for effective task completion. Enthusiasm for delivering excellent service to customers and other visitors in the office setting. Commitment to upholding company policies and procedures when working with staff members and motivating team. Strong organizational skills and excellent attention to detail when dealing with paperwork.

# Professional Achievements

* Provided exceptional support to managers and co-workers, hence increased the overall efficiency by 40%.
* Trained 10 newly hired staff members.
* Provided backup support to other departments, which was highly admired by the Senior Managers.
* Accelerated the appointment system by incorporating an interactive calendar, resulting in hassle-free appointment scheduling.
* Collaborated with other Business Units of the group to centralize the database for easy retrieval of information.
* Introduced a user-friendly electronic filing system, which reduced file retrieval time by 60%.

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| **Functional Expertise** |  |
| Performance Reviews | Manpower/Succession Planning Documentation |
| Talent Management | Best Practices Implementation Learning & Development |
| **Education** |  |

BS Com (Human Resources) from University of Peshawar 2014

HSSC from Jinnah Memorial College, Nowshera 2010

SSC from Suffah Children Academy Kahi Nowshera 2008

# Work Experience

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

**Joined September 1, 2020 till present**

**Designation: Document controller**

• Maintain and manage electronic and hard copy documents as required

• Process incoming documentation (registration in the DMS, internal distribution, archiving)

• Ensure all documents Journal Voucher, Payment Voucher, Purchase Invoices, Sales Invoices are correctly identified, distributed, and filed/stored in soft form in Dynamics and hard copies.

• 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

• Ensuring the use of standardized forms and Templates.

**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: Project Coordinator/Document controller**

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| **Duties and Responsible:** |

* Register the internal and external documents.
* Direct the activates concerned with contractor for 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.
* 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.

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

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

**Designation: Administrative Officer/Academic Coordinator**

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| **Duties and Responsible:** |

* 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.

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

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

**Project: East Kalang Expressway Malaysia**

**Designation: Storekeeper/ Purchase Assistant**

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| **Duties and Responsible:** |

* Manage Purchase Orders. One of the primary duties of a purchasing assistant is completing and maintaining purchase orders for raw goods, materials, and supplies.
* Maintain Purchase Records. ...
* Oversee Vendor Activities. ...
* Manage Inventory.
* 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.

**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**

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| **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.

# Skills:

* Strong skills in operating computer software required for business applications, such as Microsoft Word, Excel, Dynamics.
* Proven record of results when working as a supervisor for a team of staff members, resulting in better productivity and improved morale.
* Talented in dealing with multiple assignments at once and an ability to meet deadlines and complete accurate work at all times.
* Exceptional ability to deliver outstanding customer service and diffuse customer complaints or problems.
* Highly capable oral and written communicator when discussing issues with staff members or delivering correspondence to individuals in writing.

# Languages

English, Urdu, Hindi.

# Personal:

* D.O. B Oct-21-1991
* Passport No: AP9636522
* Religion: Islam
* Nationality: Pakistani
* Visa Status: Employed

# Acknowledgement:

**I do hereby solemnly confirm that the information furnished above is true to the best of my knowledge and belief. Kindly Contact on 055-3889520, 056-5618394.**