**SHAFAT ALI KHAN**

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 **Contact No.:-+91-7052615555**

 

**Seeking assignments in the area of ADMINISTRATION ASSISTANT/ADMINISTRATION INCHARGE with an organisation of repute**

 **EXECUTIVE SUMMARY**

* **Around 11 years’ of rich experience in Administration Assistant and Team Management.**

 **EMPLOYMENT SCAN**

**“Administration Work '**

**Worked in GD Construction Company (Gorakhpur) as a Administration Inchrage(G/A) with effect from Jan - 2015 to Mar – 2017**

**Worked in SK Engineering & Construction, KSA (wasit gas program) as a**

**Admin Asst. (G/A) with effect from Nov - 2012 to Aug-2014**

**Worked in SK Engineering & Construction, KSA (JERP#5B Project, Jubail-II) as a**

**Admin Asst. (G/A) with effect from June - 2010 to Sep-2012**

**Worked in SK Engineering & Construction Company (KPPC Aromatic Project-Kuwait) as an Admin Asst. (G/A) with effect from 11 Nov 2006 to 31st August 2009.**

**Worked in SK Engineering & Construction Company (GC – 15 & BS -131 Kuwait Oil Company- Kuwait) as an Office Asst. (HR) with effect from 27th July 2003 to 10 Nov 2006**

**Worked in Bhilai Engineering Corporation Limited, Bhilai (India) as a “Clerk”, during the period from 22nd January 1996 to 05th July 2003.**

***Responsibities:***

To perform administrative functions and act as a liaison between the office and outside agencies ensuring the smooth functioning of administration activities. To support the provision of comprehensive HR services to designated Company business areas and employees in accordance with Local Labor law and residency requirements.

1. To participate in a small team of HR /GA personnel.
2. To support the delivery of an effective generalist HR service through efficient execution of work processes.
3. To maintain personnel records in accordance with company procedures and confidentiality standards.
4. To maintain strong internal customer relationships with designated Company business areas.
5. To assist with the identification, analysis and resolution of HR issues
6. To undertake daily HR administration activities relating to employee documentation and travel requirements.
7. To prepare all forms of communications to provide information to supervisors, peers, subordinates and to communicate with other Departments.
8. To document/ record information, maintain files, process all paper work, and to perform day to day administrative tasks.
9. To develop and maintain constructive and cooperative working relationships with other departments and agencies.
10. To ensure events, processes and all relevant documents comply with Company procedures, policies, regulations & standards.
11. To schedule and confirm appointments for the personnel of the departments.
12. To coordinate with others to receive or submit regular reports / forms in time.
13. To order, dispense and maintain supplies required for regular administration works.
14. To arrange, coordinate meetings / Conferences as required.
15. Checking and Maintaining all Department Level Filling according to ISO Standard.
16. Arranging Department Minutes of Meetings.
17. Preparing weekly report.

**EXTRA WORK EXPERIENCE**.

1. **Handling Telephone Line**
2. **Handling FAX Machine**
3. **Handling Photo Copy Machine.**
4. **Controlling all Stationary items for Admin Staff use and also order accordingly.**
5. **Good Knowledge of Vehicles Controlling.**
6. **Handling Office & Generator Maintenance Etc.**
7. **Handling Housekeeping Work**

# ESSENTIAL WORK ACTIVITIES FIMILAR

1. Clerical and Admin Functions
2. Planning and Implementing
3. Checking the documents
4. Personnel Relations & Developing relationships with colleagues

# SAFETY AND QUALITY RESPONSIBILITIES

1. Maintain standards of safety and comply with Company’s Health, Safety & Environment Management System requirements.
2. Take reasonable care of own health and safety and that of others in the workplace.
3. Follow and maintain Company standards of Quality in accordance with Company Quality System requirements

**EDUCATION**

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| --- | --- | --- | --- |
| **Name of Exam** | **Board/University** | **Year of passing** |  **Division** |
| Matriculation |  UP Board(Allahabad) | 1987 | 2nd Div |
| Intermediate(+2) | Allahabad University | 1989 | 2nd Div |
| Bachelor Of Science(Mathematics) | Ranchi University | 1993 | 1st class |

 **IT SKILLS:** MS Office (PowerPoint, Excel), DOS, Windows, Internet Preparation of Presentations.

**PERSONAL PROFILE**

Date of Birth 01st January 1971

Height 5’. 11”

Complexion Wheatish

Status Married

Health Fit, and possess a good physique

Nationality Indian

Present Address Mohalla dhammal Near Jama Masjid Po Sadar, City Gorakhpur, UP-India

(Tel: +91 7052615555)

Permanent Address Mohalla dhammal Near Jama Masjid Po Sadar, City Gorakhpur, UP-India

(Tel: +91 7052615555)

No. of Dependents 5

Driving License No. India LV Driving Licence Valid Up to December 2020.

Languages Known English, Urdu, Hindi,