

Curriculum Vitae

ABID NASEER

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OBJECTIVE:

To grow and establish myself in an organization where my skills can be utilized in prescribed manners. And organization promotes financial and economic stability to its employees. Currently seeking employment with a highly technical oriented company where I could use my knowledge gained in 18 years extensive experience as Document Controller and some others posts in an Administration field. I will prove an asset to your esteemed organization.

PERSONAL PROFILE:

Name : Abid Naseer
Father's Name : Naseer Ahmed Khan
Date of Birth : 14 March, 1979
Passport No. : AF9821444
Religion : Islam
Marital Status : Married
Driving License : UAE/Pakistan (Light Vehicle)
Visa Status : Long Term Visit

EDUCATION:

Diploma of Associate Engineers (DAE) 2001
Punjab Board of Technical Education Lahore

Secondary School Certificate (SSC) 1997
Board or Intermediate & Secondary Education Lahore

WORK EXPERIENCE:

Organization	Location	Position	From	To
Serka MSF-JV	Duqm, Oman	HR Officer	June-2018	May-2020
Sadaf Group	Al Ain, UAE	Office Administrator	Dec-2011	Jun-2018
Zong Franchise	Rawalakot PAK	Document Controller	Aug-2008	May-2011
Serka International	Mosul, Iraq	Security/Opt. Administrator	Sep-2005	Oct-2007
Royal Computer	Rawalakot PAK	Computer Operator	Mar-2004	Aug-2005
WASA, LDA	Lahore PAK	Computer Operator	Oct-2001	Jul-2003
Xcel System	Lahore PAK	Computer Hardware Tech.	Feb-1998	Sep-2001

GENERAL RESPONSIBILITIES & DUTIES HANDLED

ADMINISTRATIVE SKILLS

- Managing the all incoming & outgoing correspondence i.e. Letters, Faxes, E-mails.
- Responded to inquiries regarding department services, policies, and procedures.
- Scheduled and coordinated the travel arrangements for staff using company vendors to find discounts whenever possible.
- Prepared and submitted bank drafts and deposits to the finance department.
- Handling and updating records received from Head office. Also maintained the record of all documents.
- Handled clerical duties including responding to urgent emails, preparing documents, and creating compelling presentations.
- Supervised staff members involved in handling by road operations.
- Coordinated various office support services.
- Dealt with Government and non-government organizations and authorities through Power of Attorney from company owner.
- Greeted arriving visitors and directed them to appropriate destinations with respect to their nature and purpose of visit.
- Administered and maintained office IT system and equipment.
- Responded timely on customer feedback and complaints.
- Monitored and managed printing/designing of stationery and Roll ups/banners of different events.
- Keep stock of office supplies and place orders when necessary.
- System operations, hotel reservations.

HUMAN RESOURCE SKILLS

- Hiring new staff for the company in all branches.
- Scheduling and conducting meetings of staff members.
- Grooming team members and imparting knowledge about the new rules and regulations issued by Ministry.
- Managing annual vacations and sick leaves of HR.
- Raising and maintaining HR performance appraisal.
- Managing HR personnel files with accurate information and maintaining proper records in accordance with legal requirements and company policies and procedures.
- Managing HR medical insurance policies and workmen compensation, including timely reminder and renewal.
- Renewal, updating and keeping all HR and their dependents' visas and work contracts on time to guarantee that company records are up to date in the labor and Immigration Departments. Sending notifications to employees on required documents before their visa expires.
- Maintaining HR records with regards to new employees, terminations, tracking-vacation, and sick leaves in line with Labour law.

DOCUMENTATION SKILLS

- Analyzing Visa issuance performance of all branches on daily basis
- Promptly responding on consulate issues regarding visa applications
- Maintaining and compiling HR records
- Maintaining attendance machines in all offices for effective command and control
- Ensuring all business and trade Licenses are updated, follow-up official approvals and permits, to prevent unnecessary violations
- Recording, compiling and distributing minutes of meetings
- Preparing the daily list of total Manpower for Contractor/Sub Contractors.
- Preparing the Transmittal Form in guidance from Project Manager and Site Engineer.
- Preparing all the files relating to Office, Client, Consultant & Project Manager.
- Preparing of Site Instructions (SI) in guidance of Construction Manager.
- Preparing of Weekly and Monthly Reports for the Client of the site.
- Maintain all the record of Shop Drawings.
- Preparing the Shop Drawing Submittal and Submitted to Consultant.
- Distribute all the Approved Shop Drawings by the Consultant.
- Maintaining all the records relating to Clients, Consultants, and Sub Contractors.

ACCOUNTING SKILLS

- Reconciliation accounts both local and overseas parties.
- Supervising and handling accounts department issues on daily basis.
- Processing employee expense reports, verifying that expenses are within the company guidelines and resolving discrepancies if any.
- Maintained financial records and ensure proper recording of operations required to the financial workflow.
- Prepare monthly salaries & bonuses of employees.

COMPUTER SKILLS

- Proficient with Microsoft Office (Word, Excel, Power Point)
- 50 WPM Typing Speed in English, Arabic & Urdu
- Corel Draw (Designing)
- Inpage (Urdu)
- Trouble Shooting of Computer
- Windows/Software Installation

COMMUNICATION SKILL

- English
- Arabic
- Urdu
- Turkish

ADDITIONAL SKILLS

I have good English, Urdu & Arabic understanding and explaining skills.