

CURRICULUM VITAE

Mohammad Sayedur Rahman

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CAREER OBJECTIVE:

To utilize my skills and ability to achieve the organizational goal and being resourceful and innovative to become an important part of the talent pool for the company I work in. I am flexible & willing to work in challenged position

SKILLS & ABILITIES/ PERSONAL TRAITS:

- ☐ Strong professional demeanor, interpersonal skills
- ☐ Excellent English written and oral communication skills
- ☐ Ability to work as part of a team and independently.
- ☐ Judgment / problem solving.
- ☐ Ability to manage multiple tasks simultaneously.
- ☐ Knowledge of computer systems with Word/Excel/PowerPoint etc.
- ☐ High degree of attention and commitment to the work.
- ☐ Willing to learn and master new concepts;
- ☐ The ability to work under pressure and to deadlines
- ☐ Adaptive nature to any environmental situations
- ☐ Positive Attitude and Self Confidence
- ☐ Strong Desire in Learning and developing new things
- ☐ Ability to communicate and share thoughts with clients & others
- ☐ Sales management, Sales strategies, Market research Communication, Relationship building, Client retention
- ☐ Highly experienced Recruitment Officer with a proven track record of success in the Human Resources field Skilled in sourcing and selecting top talent, developing and implementing recruitment strategies
- ☐ Provides a positive customer experience with fair, friendly, and courteous service
- ☐ Driving with Valid Saudi Driving License

WORK EXPERIENCE:

- ☐ **Working as a HR Assistant Cum Store Keeper in the company of Smart Service Contracting Est. (Al Saban Group) from August-2019 to present**

JOB RESPONSIBILITIES HR ASSISTANT:

- ☐ Maintains accurate and up-to-date human resource files, records, and documentation
- ☐ Responsible for managing every aspect of the employment process, including orientation and training new staff members
- ☐ Help with hiring-related tasks, such as setting up interviews and background checks and Prepare offer letters and contracts
- ☐ Work closely with managers to gain a comprehensive understanding of the company's hiring needs for every role, and to meet competitive hiring goals and expectations
- ☐ Managing employee relations and Overseeing training programs
- ☐ Writing and submitting reports on general HR daily activities etc.
- ☐ Continually learning the latest and best HR practices to improve workplace efficiency
- ☐ Provide advice and guidance to hiring managers on recruitment processes
- ☐ Develop and execute recruiting plans to identify qualified candidates

JOB RESPONSIBILITIES STORE KEEPER:

- ☐ To receive the materials ordered by the purchase department (in case of Decentralized system) and supplied by the departments in a proper maintains as per the laid down procedure.
- ☐ To ensure the correctness in the quality, quantity, specifications, condition of the materials received from

purchaser.

- ☐ To stock the materials received from purchaser properly as to ensure easy access identification, verification, handling, maintenance etc.
- ☐ To ensure proper stocking of materials by using appropriate method of care and preservation to avoid any damage and loss.
- ☐ To ensure accurate accounting of the materials received and issues
- ☐ To ensure proper safety measures are taken for the safety of the store building, materials in the store and the men working in the store.
- ☐ To ensure that the store is always maintained up to date in all respects in a presentable condition.
- ☐ Check the quantity and ensure goods match with the order and supplier's invoice.
- ☐ Ensure the quantity received is correctly written in the Receiving Report (physical check)

WORK EXPERIENCE:

- ☐ Having work experience in the company of **Fefa Int'l for Development & Reconstruction. Co. Ltd. (Manpower Supply Company)** as an **Assistant Operation Manager** from December 2011 to October 2017

JOB RESPONSIBILITIES:

- ☐ Administrative task includes, creating schedules, time sheets, monthly activities plan, attending management meetings, reporting directly to the Executive Director
- ☐ Maintain staff competence by ensuring that staff skills or knowledge gaps are met with appropriate training and development.
- ☐ Contributing ideas to marketing campaigns for manpower supply
- ☐ Prepared daily, weekly, monthly reports, and updated calendar of appointments & submitting to HR Dept.
- ☐ Adept at organizing meetings, managing inventory, training and supervising office staff & workers also implementing office processes and procedures significantly that expedite work
- ☐ Established business relations with different companies
- ☐ Provided efficient and professional administrative and clerical service to colleagues and supervisors; provided excellent customer service to external and internal customers.
- ☐ Contributing ideas to marketing campaigns
- ☐ Maintained accurate client files, company contracts.
- ☐ Provided support for others department such as HR/Accountant/ Maintenance /Housing etc.
- ☐ Supervise of all staffs accommodation for maintenance
- ☐ Excellent Problem solving customers & staffs issue
- ☐ Assisted with maintaining office budget negotiated office equipment & housing for staffs
- ☐ Prepared quotation for clients (company)
- ☐ Supporting the Marketing Manager in day to day marketing activities
- ☐ Responsible for processing work force requisitions for administrative, management, and skilled craft positions as required by company clients. Recruit, Interview,
- ☐ Responsible work in camp management maintenance and supervision for the housekeeping responsible for the day-to-day operations of a camp, overseeing staff and managing resources to ensure the camp runs efficiently and safely. They ensure the camp meets health and safety standards, coordinate activities, and manage and monitor the camp budget. Good communication and interpersonal skills capable of maintaining strong relationships.
- ☐ Present and convince the client about our service and close the deal professionally and handling high skilled manpower projects which include sales
- ☐ Coordinate current projects and all team members to keep workflow on track
- ☐ Keeping detailed records of the project at every stage that may include summary reports to be presented to the manager
- ☐ Advise hiring managers on recruitment matters and provide guidance on candidate selection
- ☐ Manage all recruitment-related activities and administrative tasks

WORK EXPERIENCE:

- ☐ Having work experience in the company **Fal Residential Compound** in Riyadh, Kingdom of Saudi Arab, as an

Assistant Leasing Administrator cum Security Supervisor from March 2005- November 2011

JOB RESPONSIBILITIES:

- ☐ Processed and abstracted leases/amendments, identified terms and input information
- ☐ Communicated with tenants to ensure correct base rent, etc.
- ☐ Processed tenant year-end reconciliations, escrows/estimates and adjustments.
- ☐ Tracked pertinent lease information (i.e., sales kick-outs, co-tenancies, expirations, renewals, etc.) and updated departments.
- ☐ Coordinate all tenants & Staffs accommodation
- ☐ Responsible for data entry of leases, review and financial analysis
- ☐ Assist in preparation of Tenant Estoppel Certificates
- ☐ Weekly record keeping of all accommodation & incident reports
- ☐ Assisted Housing Supervisor with special projects ensuring that the standards of cleanliness are met. They assign tasks, inspect work to ensure it is up to standard, and provide training on how to best handle customers' requests.
- ☐ Ensure all relevant health safety and environmental policies are updated and on display.
- ☐ Checking off deliveries against POs and delivery notes.
- ☐ Ensure site housekeeping is to a high standard and monitored.
- ☐ Complete daily site inspection check for the compound / office supervisor.
- ☐ Conduct regular daily inspections for the property and Oversee the day-to-day operations of the compound
- ☐ Assisting office admin and management teams
- ☐ Assist site security and safety regulations and protocols to create a secure livable environment.
- ☐ Report incidents, prepare security logs as required, and ensure the safety and security of company property and personnel.

WORK EXPERIENCE:

- ☐ Having work experience in the company **Al Jazi Mutliq Trading. Contracting Co. and Najada Advertising Co. in Riyadh, Kingdom of Saudi Arab**, as an Secretary cum Site Supervisor from June 2004 February 2005

JOB RESPONSIBILITIES:

- ☐ Manages administrative tasks including reports, follow-ups, memos, letters, expense reports, and other documents, Creating schedules, time sheets, monthly activities plan, attending management meetings, reporting directly to the Manager.
- ☐ Greet and welcome guests as soon as they arrive at the office
- ☐ Manages confidential information as required.
- ☐ Files and retrieves corporate documents, records and reports.
- ☐ Prioritizes incoming information and/or appointments and carries out assigned tasks and projects as required.
- ☐ Prepares invoices, commercial proposals and all other needed documentation.
- ☐ Answers incoming calls and direct them as appropriate.
- ☐ Oversee day-to-day operations of the facility Etc.

Educational qualification:

- ☐ Graduate (Bachelor of Arts)

PERSONAL DETAILS:

Name	:	Mohammad Sayedur Rahman
Date of birth	:	15 March 1969
Nationality	:	Bangladeshi
Marital Status	:	Married
Languages	:	English, Bengali, Arabic, Hindi
Iqama Status	:	Transferabl