



# Abdul Qadir Baig

Desired Professional - Administration | Human Resources | Public relation officer | Purchase and Procurement | Supportive Services.

Dedicated, highly-motivated professional offering extensive years of experience in planning and directing executive-level administrative affairs and support to the leadership team. Combines strong planning, organizational and communication skills with the ability to independently plan and direct high-level business affairs. A leader with a methodical and thorough approach to work who goes out of the way to maintain an enjoyable and clean working environment. Adept at managing contract provisions, purchase/procurement, negotiating new price schedules with vendors/suppliers, and setting up arrangements for projects that require specialty materials. Trusted advisor, liaison, and administrator. Proficient with leading PC applications, including MS Office, HRMS, ERP, and presentations.

## CONTACT ME

+ 971 55 4462 991  
+ 971 56 2062 121

kadir.baig@gmail.com

Dubai, UAE

## MY INFO

**Date of Birth:** 20.May.1979

**Marital Status:** Married

**Nationality:** Indian

**Driving Licenses:** UAE  
Motor cycle, LMV, HMV

**Visa Status:** Residence

## LINKEDIN

linkedin.com/in/abdul-qadir-baig-91aa78185

## LINGUISTICS

English, Hindi, Marathi, Urdu & Arabic

## CORE COMPETENCIES

General Administration • Procurement Operations • Relationship Management • Executive & Board Relations • Executive Office Management • Confidential Correspondence & Data • Special Events Management • Project Management • Crisis Communications • Researching Abilities • Negotiations & Liaison • Cross-functional Coordination • Time & Resource Management • Vendor/Supplier Management.

## KEY MILESTONES

- Appreciated for carrying out large volumes of filing while retaining a good level of accuracy and efficiency.
- Always maintained an effective administration system.
- Rapidly responded to and resolved all administrative problems.
- Efficiently managed related legislative, regulatory, and compliance issues.
- Communicated with government officials and agencies in-person, via phone and email, maintaining positive relationships and high employee satisfaction.
- Maximized department efficiency by streamlining documentation procedures to ensure completion of paperwork to meet deadlines.

## WORK HISTORY

### Dubai World Corporate Office. Aug 2012 - Aug 2019

#### Administrator

General Administration | Visa Handling | Relationship Management | Issuing Correspondence | Coordination

Leadership role which involved arranging new applications using the immigration portal (GDRFA e-DNRD & e-Vision), including entry permit visas, cancellations, renewals, status change, data modification, employee transfers, dependent visas, etc. Oversaw issuance of manual as well as Oracle system generated letters and certifications related to salary, services, and others in English as well as in Arabic. Printed employment ID cards for new as well as existing employees as per the BU's request.

- Followed-up with 50+ Business Units workflow requests and coordinated with them on a daily basis via emails/phone to resolve queries/concerns.

## SCHOLASTICS

- Bachelor's in Business Administration (BBA) - Institute of Business Management Studies (IBMS) - Mumbai, India
- Bachelor's Preparatory Program (BPP) - Institute of Business Management Studies (IBMS) - Mumbai, India

## CERTIFICATIONS

- Certified HR Management Professional (CHRM) - American Institute of Business & Management (AIBM) - Dubai, UAE
- Certified Purchasing Professional (CPP) - American Purchase Society (APS) - Dubai, UAE

## IT SKILLS



- Closely monitored and uploaded the swift remittance for a top-up of amount; submitted monthly transaction reports to the Section Employee Relations Manager.
- Thoroughly reviewed the Noqodi online transaction monthly report and prepared RFP to top-up the wallet account.

### *Public Relations Officer - Group HR*

Public Relations | HR Activities | Cash Flow Management | Updating System Records | RFP Preparation

Spearheaded all HRD-related petty cash and carefully monitored all kinds of monthly expenses and cash flow transaction records. Involved in preparing RFPs for monthly transactions and cash-related services; submitted related reports to the Finance department and section manager for approval. Primary responsibilities included arranging medical temp-work permit applications for new as well as existing employees in line with BU's request; updated system data on a daily basis for monthly transaction records.

- Maintained cordial relations with the emigration department, airports, police stations, embassies, and consulates, etc., for resolving and tracking employees' official and individual issues.

### *Administrator - Facility & Admin*

Admin Operations | Facilities Management | Expense Monitoring | Obtaining Approval | Arranging Services

Processed payments for communications, utility bills, and lease charges for office equipment and leased vehicles every month after determining monthly online account statements and invoices from service providers like DHL, Aramex, Etisalat, DU telecom, and DEWA. Thoroughly scrutinized monthly online statements for EMARAT fuel cards and arranged cheques for the revaluation of pool car users' fuel cards.

Assumed total accountability of arranging:

- Annual giveaways, such as corporate gifts and printing items like letterheads, annual diaries, calendars, etc.
- Pool care services schedules in coordination with concerned fleet service providers.
- RFP on an annual SLA basis and IT and postal supply services to internal communication service providers.
- Updated annual budget expenses and submitted indents for further approval from the management.

### *Buyer Coordinator - Facility & Procurement*

Purchase Orders | Cross-functional Coordination | Relationship Management | Stakeholder Management.

Role included processing purchase requisitions /orders within the purchasing authority along with processing annual subscriptions based on department requests. Known for maintaining excellent relations with cross-functional departments as well as suppliers.

## **Ports Customs & Free Zone Corporation (PCFC) Sep 2006 - Aug 2012**

### *Administrator*

General Admin Operations | Mail Room Operation | Fleet Support Service.

- Manage internal systems daily data entry to maintain monthly operating

- Coordinate to the markets reputed insurance companies for insurance cheques collection and submitting the new claim applications.
- Manage telecommunication, shipments and other cash billing invoices for RFP payment processing.
- Arranging bank related task as per administration daily basis schedule.
- Delivery and collection all the internal and postal mail to organization's business unites such as DP World, Jafza Dubai Customs, Istithmar World, Nakheel pjsc, Limitless LLC.
- Collecting postal and registered mail from the Central Post Office and distribute to organization's business units.
- Manage in both domestic and overseas courier and related shipments for organization's business unit.
- Coordinate to the concerned fleet service provider for administrations pool car service and replacement schedule on monthly basis.

## **Danube Building Materials, FZCO Jebel Ali**

### **August 2002 – August 2006**

#### *Admin Assistant*

Admin Operations | HR Coordination | Support Service.

- Manage to the free zone security gate pass for corporate guests and newly candidates.
- Placing order for monthly grocery and stationery requirement and distribute to company branches.
- Maintain Employee files and other information under strict confidentiality.
- Supporting to the sales and marketing team to keep files records and arranging fax function clients quotations.
- Supporting reception skills due to absence of receptionist.
- Coordinate with all branches for their requirements and respond to related queries.
- Coordinate to fleet department and arranging necessary RTA related services.
- Arranging miscellaneous technical service providers if necessary required services.
- Assisting for multi-tasking job duties in a busy environment.