**QAZI MUHAMMAD YASIR ZIA**

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Senior Site Administrator / Coordinator

A dedicated, result-driven professional with over 14 years of experience in leading projects and developing exceptional relationships with clients, peers and senior leadership. Excellent Project Management, Project Coordination, Support Service, Office Administration & Document Control skills.

ACADEMIC QUALIFICATIONS:

* **Graduate in Commerce and Information Technology**

University of the Punjab Lahore, Pakistan - 2001

University of the Punjab Lahore, Pakistan - 2005

PROFESSIONAL EXPERIENCE:

Senior Administrator

(2006-2020)

**BIC Contracting L.L.C. formerly Habtoor Leighton Group**

PO Box. 10869, Dubai, UAE - [www.biccontracting.com](http://www.biccontracting.com)

 (Part of CIMIC Group Australia)

Job Summary -Assisted Project Managers for organizing and controlling project activities to fulfil the project objectives andperformed flowing Project Administration & Coordination works:

* Assisted Project Managers in project plans and execution of tasks.
* Provide Support Services for coordination with Client, Consultants, subcontractors and suppliers.
* Maintained and monitored Project Plans, Documents and Registers.
* Providing support to Project team and collect data for progress reports.
* Delegates and monitor tasks and ensuring deadlines met.
* Managed and handover the project deliverables.
* Administer and monitor Change Management System and prepare site instructions.
* Administer Commercial and Contracts Claim Administration.
* Assisting Finance and Accounts department for Invoicing, payment and updating records.
* Assisting Legal department for claim and contract issues.
* Provide Executive Assistance and Office Administration.
* Monitor attendance and prepare attendance, payroll and resource requirements reports.
* Prepared and submitted correspondence, presentations, reports and meetings minutes.
* Arranged and conducted Project meetings and follow-ups for actions.
* Ensuring all documentation maintained and tracked through Document Control System including Letters, Drawings, RFIs, and Agreements etc.
* Coordination with Human Capital to ensure timely availability of resources.
* Performed Employee Welfare Services and Liaising with Human Capital department for Insurance, Visa, Passport, Medical and Tickets.
* Prepared and maintain Project calendar, work roster, Organisation charts, daily, monthly manpower reports and forecast.
* Coordination with procurement department and suppliersto ensure timely delivery of materials.
* Supervise and support Stores and Logistics Operations & Coordination with suppliers.
* Following up with subcontractors and suppliers for their requirements and feedbacks.
* Coordination and ensure compliance with Quality Assurance.
* Coordination with HSE department for Manpower welfare and safety related issues.
* Perform other assign tasks.

Project Management Intern - (Sep 2020)

Schema Zone Management Consulting Dubai, UAE

[www.schemazone.com](http://www.schemazone.com)

A Consulting, Training and ManagementServices firm based in Toronto, Canada

Job Summary:

Supported Project Managers in Project Management Tasks and managed all aspects of assigned projects from initial stages through to completion.

* Coordination and management of a varied projects development stages.
* Creation of Project Plans and Project Documents.
* Decision making and conflict resolution.
* Prepares project schedules and identify milestones.
* Corporate Communication with internal management and external stakeholders.
* Prepared presentations and organising meetings.
* Plan and manage project resources.
* Performed team building and motivation tasks to develop skills.
* Reports writing and maintain records.
* Perform project delivery and closure process and prepared lesson learned.

**PROFESSIONAL & TECHNICAL TRAINING:**

* **Project Manager Internship Practicum**, Reach Academy, Toronto, Canada - 2020
* **Agile Project Management Training, PMI - 2020**
* **Foundation of Project Management Training, PMI - 2020**
* **Project Management Professional Training**, Sites power Training Centre, Dubai, UAE- 2019
* Advance Office Skills Practices Training, Dubai Quality Group / Intek Solution Dubai, UAE
* Fundamentals of HR - HR Academy, Dubai, UAE.
* Leadership Development Training –CETA, Dubai, UAE
* MS Office Training
* Computer Language and application Training Pakistan & UAE

(Computer Networks, Web Development, Operating System (Windows, Linux), Computer Programming, Data Inventory, Diploma in Windows, Ms Office)

SKILLS:

* Project Management Applications skills- MS Project.
* Good Communication Skills. Fluent in English –IELTS Band:7.5
* Excellent leadership abilities and personnel management skills.
* Good problem solving and analytical thinking skills.

**Projects:**

* **Sheikh Shakhbout Medical City (Mafraq Hospital Project), Abu Dhabi, UAE**
* **Zayed University, Abu Dhabi**
* **Business Bay Executive Towers, Dubai, UAE**
* **Al Ghurair City Project, Dubai, UAE**

PERSONAL INFORMATION:

Father’s Name: Qazi Aurangzeb

Date of Birth: June 1, 1980

Gender: Male

Marital Status: Married

Nationality: Pakistani

Passport #: AK5991313

Resident: United Arab Emirates (Employment Visa)

**License: Valid UAE Driving License**