

MUHAMMAD AMAR CHAUDHRY



ADMINISTRATOR & OPERATION EXECUTIVE

Mobile +966-577716941

Citizenship: Pakistani

E-Mail amr.nzr@gmail.com

TRANSFERABLE IQAMA

Current Address: #9, Street-6684, Abdurahman Al Tussi Street, Riyadh, KSA

Personal Summary:

A highly competent, motivated, and enthusiastic administrative professional with experience of working as part of a team in a busy office environment. Well organized and proactive in providing timely, efficient, and accurate administrative support to office managers and work colleagues. Highly approachable, well presented, and able to establish good working relationships with a range of different people



ACONEX ACCEATED PROFESSIONAL -2024

Career Experience

Overall, 19 years' of experience in Administration, Documentation controller & Expediting process.

DOCUMENT & OPERATION CONTROLLER – NAMARIQ Engineering Consulting Company, KSA (Oct 2022 to Till Now)

- Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence
- Input document data into the standard registers ensuring that the information is accurate and up to date
- Generate the various document control reports as required
- Typing of site documents, and follow up of all the site needs
- Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable
- Maintain updated records of all approved documents and drawings and their distribution clearly
- Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability
- Maintain the files and control logs as required by the project

ADMIN EXECUTIVE - ROCK SPRING TRADING EST, RIYADH, KSA

(June 2015 to Oct 2022)

- Maintenance of Employee/Personnel files and database.
- Managing Logistics, maintaining records, local purchase, Custom clearance, and material delivery at Site.
- Co-coordinating attendance & leave records.
- Generating Payroll inputs based on inducted employees.
- In charge of confidential information pertaining to all the employees within the organization.
- Manage renewal of resident permit, exit re-entry visas, and exit visas.
- Manage Health insurance and Car insurance.
- Updating company CR and other official requirements

ADMINISTRATOR - IC INTERNATIONAL CENTER FOR CONTRACTING CO, RIYADH, KSA

(Feb 2012 to Feb 2014)

- Organizing and storing paperwork, documents, and computer-based information
- Devising and maintaining office systems
- Booking rooms and conference facilities
- Attending meetings, taking minutes, and keeping notes.
- Liaising with staff in other departments and with external contacts
- Ordering and maintaining stationery and equipment
- Sorting and distributing incoming post and organizing and sending outgoing post
- Liaising with colleagues and external contacts to book travel and accommodation.

ADMINISTRATOR - ARRIYADH DEVELOPMENT AUTHORITY, RIYADH, KSA**(Jan 2005 to Dec 2011)**

- Meeting and Greeting clients and visitors to the office.
- Typing documents and distributing memos
- Handling incoming / outgoing calls, correspondence and filing
- Organizing business travel, itineraries, and accommodation for managers
- Monitoring inventory, office stock and ordering supplies as necessary
- Updating, processing, and filing of all documents
- Assist with preparation and advertising of contract documents

Educational Qualifications

- ✓ BA (Bachelor's in Arts) from PUNJAB UNIVERSITY, Lahore, Pakistan 1994- 1996

Skill Sets

- Time management, proactive, assertive and ability to maintain confidentiality
- Strong organizational, Administrative, analytical skills, and specifically to work under pressure.
- Detail oriented and works with a high degree of accuracy
- Ability to multitask and meet changing deadlines
- Excellent oral and written communication skills (English & Arabic)
- Software Skills: Office 365 (Word & Excel)

The above information provided is genuine and has all the relevant documents to authenticate the same.

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