



NOOR UL AMIN

PROJECT ADMINISTRATOR/Document
Controller

CONTACT

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- Riyadh, Saudi Arabia

SKILLS

- Projects Management, Documentation
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

EDUCATION

- 2005**
ALLAMAIQBAL OPEN UNIVERSITY-
ISLAMABAD -PAKISTAN
Bachelor of Education (B.Ed.)
- 1999**
PESHAWAR UNIVERSITY (PAKISTAN)
Bachelor of Arts (B.A)
- 1999**
GOVERNMENT ELEMENTARY COLLEGE
SWABI-AMBAR (PAKISTAN)
Primary Teaching Certificate (PTC)
- 2000**
MAARIF INSTITUTE OF INFORMATION
TECHNOLOGY, MARDAN (PAKISTAN)
DIPLOMA IN COMPUTER SCIENCE

PROFESSIONAL & CAREER OBJECTIVE

A dedicated professional with 10 years of experience in administration and technical project support at THALES International Company (Gulf). Skilled in document control, project coordination, and resource management, ensuring seamless alignment with client and consultant requirements. Adept at managing cross-functional teams in high-pressure environments while maintaining stringent documentation standards. Recognised for precision, efficiency, and adaptability in diverse, multicultural settings.

WORK EXPERIENCE

PROJECT ADMINISTRATOR-DOCUMENT CONTROLLER | 2010 - 2019

THALES Security Solutions & Services Company-Saudi Arabia

I have been involved in various projects at THALES Saudi Arabia as a Project Administrator, with responsibilities including:

- Project documentation
- Validation and approval of document submissions from clients
- Scheduling regular meetings
- Preparing and providing documentation to internal teams and stakeholders
- Coordinating quality controls to ensure deliverables meet requirements
- Creating presentations
- Performing administrative duties
- Tracking overall reports and progress
- HR (Human Resources) Support

Projects Involved:

- SABIC-PETROKEMYA Upgradation and Integrated Security System Project, Jubail
- SABIC-SHARQ Upgradation and Integrated Security System Project, Jubail
- SABIC-AR RAZI Upgradation and Integrated Security System Project, Jubail
- SABIC-SADAF Integrated Security System Project, Jubail
- SABIC-GAS Upgradation and Integrated Security System Project, Jubail
- MAADEN Security System Project
- SAUDI CHEVRON PHILIPS Co and NCP Security System Project, Jubail
- PTC-Polysilicon Technology Company Security System Installation Project, Jubail
- IBN SINA Security System Project, Jubail
- Royal Commission Integrated Security System Project, Jubail
- SAMAC-CTIC Security System Project, Jubail
- SEP-Kemya (Daelim) Security System Project, Jubail

COMPUTER SKILLS

- Computer Hardware: Assembling, installation & Trouble shooting
- Operating System : Win98, Win2000, Me, Xp, Windows7, Windows10
- Office Suite : MS Word, Excel, PowerPoint, Outlook Express
- Database : MS Access, VB Data Base and Google Sheets and forms
- Script Language : HTML, VB script, CSS
- Programming and Scripting:
 - Visual Basic
 - MS Access Database
 - Web Development Contents Management
 - VBS(using windows Script Host)
 - Html
 - Batch
- AI & Automation
- Typing Speed: Experienced type writer with typing speed of 60 words per minute.

PERSONAL DETAILS

- Father Name: Sher Nawas Khan
- DOB: 3rd April, 1978
- Sex: Male
- Nationality: Pakistan
- Marital Status: Married
- Driving License: Valid Driving License
- IQAMA : Valid Transferable Iqama

LANGUAGES

- English (Fluent)
- Urdu (Fluent)
- Arabic (Basics)
- Pashto (Native)

CUSTOMER SUPPORT MANAGER | 2020 - 2024

NAYAB TRADE CENTER - OVERSEAS EMPLOYMENT & MANPOWER AGENCY SWABI PAKISTAN - SWABI, PAKISTAN

- Led the customer support team at NAYAB Trade Center, ensuring prompt resolution of inquiries from clients and candidates regarding recruitment services.
- Developed and implemented strategies to enhance client satisfaction and streamline communication processes within the agency.
- Monitored performance metrics and analysed feedback to identify areas for service improvement.
- Trained and mentored staff, fostering a culture of excellence in customer service throughout the team.
- Collaborated with recruitment teams at NAYAB Trade Center to optimise service delivery and improve overall client experience.
- Performed data entry for candidate information, visa applications, and financial transactions.
- Processed candidate applications and assist with visa documentation and submissions.

SCHOOL ADMINISTRATOR | 2001 - 2008

RAZAR ISLAMIC SCHOOL OF EXCELLENCE , DAGAI-SWABI, PAKISTAN

- Managed daily operations to ensure efficient school functioning and regulatory compliance.
- Developed and implemented academic programmes to enhance student learning.
- Coordinated schedules and events to promote faculty and student engagement.
- Delivered lessons and facilitated classroom activities to support instructional goals.
- Monitored student progress and collaborated with teachers and parents on academic needs.
- Oversaw student records and documentation, ensuring accuracy and confidentiality.
- Facilitated communication between parents, teachers, and administration to support student success.
- Oversaw tuition collection, accounts payable, and payroll, maintaining compliance with financial policies and procedures.

BESIDE ABOVE SKILLS AND WORK EXPERIENCE:

- Communication: Excellent verbal and written skills.
- Teamwork: Proven ability to collaborate effectively.
- Problem Solving: Strong analytical skills for effective decision-making.
- Adaptability: Flexible and open to new challenges.
- Time Management: Proficient in prioritizing tasks to meet deadlines.
- Leadership: Experience in leading and motivating teams.
- Interpersonal Skills: Ability to build positive relationships.
- Attention to Detail: Meticulous in ensuring accuracy.

REFERENCES:

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