

CURRICULUM VITAE

Syed Faisal

**Mobile: +91 7659009117 (WhatsApp Number)
+966 558713720 (Saudi Arabia)**

Email: syedfaisalali786786@gmail.com

SEEKING CAREER IN **ADMINISTRATION- HR & TRANSPORTATION FACILITY SUPERVISOR** IN A
REPUTED INDUSTRY

CAREER OBJECTIVE:

Office Administration are responsible for organizing and coordinating office operations so that organizations can run at their best. The responsibilities of office administrators vary depending on the company and industry, but they often include clerical duties, record keeping, overseeing payroll, managing assistants, scheduling meetings and appointments with clients or vendors, creating invoices, and many more tasks that support offices and their staff. The goal of your office administrator is show to you are a jack of all trades in office administration.

EDUCATIONAL QUALIFICATIONS:

- B.SC. Passed in 2019
- Intermediate Passed in 2013
- S.S.C Passed in 2010

PROFESSIONAL EXPERIENCE:

2016 April to till date: City Cement Company, Marat, Riyadh, KSA

- Work to complete the daily requirements of employees (letters - annual leaves - settlement of leave entitlements - liquidation of end-of-service benefits - end-of-service interview - service certificates - follow-up of airline tickets - health insurance - renewal of contracts - Administrative decisions - Work injuries - Extending business visit visas for workers - Family visit visas for workers - Registration of workers in the attendance and departure program - Introducing workers to the attendance and departure system and how it works – Open Bank Account for Employee & Workers - Comparisons of salaries - Housing allowances - Ticket allowances - Requests Advances - executing evacuation procedures for employees of the administration).
- Organizing and maintaining individual records for employees, and other records needed for human resources.
- Register / remove / update employees fingerprint on punch machines when required.

- Issuing employee identification cards, medical insurance cards & Gate Pass.
- Receive distribute all correspondence from to the concerned parties and maintain softcopy records covering date, type, sender, receiver, Headline & Description for all received send documents.
- Follow up on attendance and leave records.
- Update employee files by following up on the change in addresses, phones and related personal information.
- Keeping human resources records and files in the factory / head office.
- Saves the approved human resources forms in the factory / company, and extracts them upon request.
- Preserves in employee files copies of vacation decisions, promotions, transfer, assignment, contract renewal, termination of service, job performance evaluation reports, and others.
- Coordinate the booking schedule for meeting rooms by following up on reservations and providing the necessary tools for meetings if requested to prevent any duplications in the booking.
- Maintain the meeting rooms as per standard before and during the meeting.
- Ensure meeting rooms readiness for daily operational usage.
- Welcome Visitors in reception area & coordinate with hosting party to receive the visitors in related building.
- Monitor resource utilization of housekeeping & hospitality activities through housekeeping procedures & Hospitality Procedure.
- Keep empty vacant offices locked until official allocation of those office is performed.
- Follow-up and assure the availability of office supplies and hygiene tools.
- Manage all Company Employees or Guest I will arrange the rooms as per company policy (Grade Wise)
- Manage shutdown Contract employee as per HR Gmail Like Labor, Technician & Supervisor wise prepare rooms.
- Keep a copy of all office's & Residence Building keys in safe place.
- Address Handle Interfere whenever there are noises or disturbance affecting the daily operation atmosphere in the building.
- Provide the needed support to address any observation, incident or request related to building services raised by employees.
- Research information and reviews housing program case files for accuracy, completeness, and compliance with housing regulations.
- Prepare apartments for new residents, including cleaning and making necessary repairs.

- Managing the day-to-day operations of a complex or building, such as maintaining the grounds or managing staff.
- Trace all building assets every 6 months and ensure they are assigned to the proper area.
- Coordinating with contractors to repair or replace broken appliance, Plumbing, Electrical or other building materials as needed.
- To carry out inspections, monitoring cleaning, grounds maintenance, repairs and maintenance and other estate / block services, liaising with Ability colleagues and others to improve the quality of the environment.
- Request for required materials whether for housekeeping, hospitality or building services requirements for both regular and on demand activities services.
- Perform yearly inventory stock taking for all building furniture, in case of discrepancy then report discrepancy to Admin Dept.
- Monitor all furniture status and in case of damaged furniture.
- Coordinate with furniture maintenance team to perform the needed repair. Or in case the furniture is not repairable Initiate a scrap note and store all the scrap items In a safe place until the scrapping process is finalized.
- All assets transfer, or movements should be initiated through related. Asset transfer request on the related system to reflect the asset transfer on system.
- For the furniture requirements received from business unit, validate the request then issue the business unit the needed furniture in case available. Otherwise, coordinate with Admin Dept for the acquiring of new furniture.
- Supervising Transportation Plant Vehicle & Outside area arrangements.
- Arrange the daily routine shifts for drivers.
- Manage all the pickup and drop off from head office employees.
- Arrange vehicles in case of a special training, Appointments, New Employees or Guest arrivals from airport and departures.
- Replying to any transport related email.
- Supervising Maintenance Plant & Residence Like (Electrical, Plumbing, Carpenter, A/C)
- Supervising Collection of Sewage, Garbage, Pest Control.
- Manage drinking water service for staff employees as per managing staff employee drinking water procedure.
- Negotiation With Third Party
- Petty Cash
- Making Invoice of bills of water, sewage, Garbage & Pest control.
- Local Purchasing

- Supervising Cleaning
- Supervising Canteen
- Supervising the mobilization of job application forms from visitors by providing employment application forms and ensuring that the necessary identification papers are attached before they are delivered to the Human Resources Department in order to archive the application and coordinate with candidates for interviews.
- Permanent presence to receive visitors to the company professionally by welcoming them and connecting them to the concerned authority without delay and coordinating with the administrative officer in finding the alternative when absent.

Skills:

Payroll, Manpower Handling, Time Management, Transport Operations, Interviews, Managing Assistant schedule meetings & Appointments, Vendor, Local Purchase, Petty Cash, Travel Booking, Onboarding, Negotiation with Third Party, Document Control, Supervising Canteen, Maintenance Activities, Teamwork, Problem Solving, Microsoft office, Word, Excel, Power Point, Outlook.

PERSONAL PROFILE

- a) Date of Birth : 09.11.1993
- b) Sex : Male.
- c) Marital Status : Married
- d) Language Known : English, Urdu, Hindi, Arabic Telugu.
- e) Nationality : Indian.
- f) Passport number : **Y8347697** (Expired on 19/10/2031)
- g) Driving License (Saudi Arabia) : 2412987204 (Expired on 13/05/2027)

Address Home Country: Syed Faisal
 S/o. Syed Nabi
 H: No 5-2-145/3/A
 Kama Reddy
 Dist.: Kama Reddy (Pin:503111)
 Telangana-INDIA

Declaration:

I hereby declare that all the details furnished above are true to the best of my knowledge.

Place: Riyadh, KSA.

Date: 02/08/2024