

TO THE HR MANAGER

Dear Sir,

I am applying for the available position at your prestigious company. I am a well versed Facilities Management, Administrative and Human Resource Management Expert; I am totally committed with my field and to support my philosophy I have a great and diverse background in Business Administration and Commerce also have Sound computer Knowledge. Beside this I have also strong communication skills and my score in IELTS was 6.0 Band.

I am currently working with Fanni (www.fanni.sa) a Company for Home maintenance 1st July 2020 as an Operations Supervisor in KSA.

I have more than 16 years of Progressive working experience with different International and National Level Organizations and Companies which gave me practical exposure of relevant activities as how the different and diverse departments work together in harmony and how operate Business in companies and Organizations interdependently to complete the objectives and achieve set targets with quality in timely manner. I have diverse experience, and have been working with the thematic areas of Facilities, Administration, Operations, Recruitments, Training, Transportation, Security, Inventory, Logistic, construction and Maintenance, Data Base, management, accounts payable / receivable and Office operations.

I further boosted my skills and drove my passion to work in this field which comes naturally to me. I have a unique blend of innovative approach and working styles have successfully completed numerous projects in my entire career. Beside this I was also part of different policy formulation and Manual development,

Due to my working experience and leadership qualities, I have achieved different milestones in my career working for companies and Organizations Objectives

Keeping in view my qualification work experience, unique style of working and achievements I consider myself the most suitable person for the announce position at your prestigious company.

Regards

Ghalib Khan

Ghalibk81@gmail.com 0599870455



GHALIB KHAN

Address: Riyadh City (KSA)

Telephone: 00966599870455

Email: ghalibk81@gmail.com

PROFESSIONAL SUMMARY

An efficient, methodical and talented facilities manager, Administrative and Human Resource Management Expert with 16 years demonstrated experience in National, International Organizations and Companies in the field of Construction, Maintenance, Social Welfare, Community Development and Population Development. Have a strong record of successful project completion and achievements in a wide range of administrative, Logistics, HR areas, People Management and Employee Recruitment and Development.

KEY COMPETENCIES & SKILLS

- Administration
- Security Management
- Order Processing
- Business Correspondence
- Employee Relations
- Multi-Tasking
- Practice knowledge of ERP System Live-3 module
- Logistics management
- People Management
- Construction & Maintenance
- Document Management
- Effective Communication
- Decision Making
- Transportation
- Record Keeping
- Office Management
- Recruitments
- Conflict Management
- Mediation

SUMMARY OF EXPERIENCE

- 1) **Operations Supervisor** at Fanni a Company for Home maintenance 1st July 2020 Till Now
- 2) **Sr. Facility Coordinator** Alayuni Investing & Contracting Co. Riyadh KSA 1st Feb 2016 to 30th June 2020. (www.alayuni.com)
- 3) **Admin Services Assistant/Sr. Admin Services Coordinator** Alayuni Investing & Contracting Co. Riyadh KSA 1st Nov 2009 to 31st Jan 2016.
- 4) **HR Assistant** Population Council of Pakistan Islamabad Pakistan 21st May, 2008 to 19th Nov 2008.

5) **HR Intern** International Rescue Committee Islamabad Pakistan 14th Feb 2008 to 14th May 2008

EDUCATION QUALIFICATION AND VERIFICATION

1. **Degree Name: MBA (HRM)**
Canadian Equivalency: Bachelor Degree (Three Years)
University Name: COMSATS INSTITUTE OF INFORMATION TECHNOLOGY
Year of Completion: 2008
Website: www.ciit.edu.pk

2. **Degree Name: Bachelor in Commerce**
University Name: University of Punjab
Year of Completion: 2004
Canadian Equivalency: Diploma (Two Years)
Website: www.pu.edu.pk

3. **Certificate Name: Intermediate**
Canadian Equivalency: Secondary School Diploma
Board Name: B.I.S.E. Abbottabad
Year: 2000

4. **English Proficiency: IELTS**
Certificate:
University/Institute: British Council
Year: 2018
Score: 6.0 Band

EXPERIENCE DETAILS ROLES AND RESPONSIBILITIES

1. Operations Supervisor

Job Summary:

Performing Operational Tasks, office functions, field operations, record keeping, tracking field staff, material provision for site, logistics management, services delivery, time management and quality control, coordination with vendors, planning, execution and reporting of team activities, coordination with line department and first line supervisor, record keeping, onsite training of staff.

2. Sr. Facilities Coordinator

Job Summary:

Timely materials Delivery to work site, receiving and issuing of materials, Documentation, Petty cash management, ensure timely maintenance required at site, Planning and prioritization of work, database management, Report writing and Presentation, team building and creating positive work environment. Monitoring and supervision, PR creating for supplies, Staff training and capacity building, close coordination with line supervisor, facility budget management, salaries; overtime; medical & Iqama Management.

3. Admin Services

Assistant/Sr. Admin

Services Coordinator Job

Summary:

Administrative Support, scheduling calls, Meetings and Visitors, Record Keeping, scheduling and assigning administrative tasks, travel& booking hotels reservation Management, ensure timely support to other departments, inventory management, Repair and maintenance of Equipment's, solving queries, email and Office corresponding management, placing equipment's and checking stock, Vehicle administration and supervision, training and coaching of New Drivers, log book, Visitor Register Updating.

4. HR Assistant Job

Summary:

Support in Recruitment cycle, explaining and signing HR policies, Job duties, location and

working environment, Orientation and capacity building of new staff, planning and management of new staff's arrivals, Record keeping, Reporting, formats development for Interview, assist staff while leaving Job, of staff attendance.

5. HR Intern Job Summary:

Create and Maintain employees personal Files, Filing and Record Keeping, Updating Policies and Job Tasks, Data Base Maintenance, Inventory Management, Assist in Recruitment process, assist in staff orientation, setting archives and newspapers, capacity building of staff on HR related documentation and formats.

PERSONAL INFORMATION

Birth Date: 27 August1981
Gender: Male
Nationality: Pakistan
Visa Status: Residency Visa(Transferable)
Driving License: Saudi Arabia

LANGUAGE PROFICIENCY

	Reading	Writing	Speaking
English	Fluent	Fluent	Fluent
Arabic	Good	Average	Average
Urdu	Fluent	Fluent	Fluent
Hindko	Fluent	Fluent	Fluent

REFERENCES

Will be furnished upon request