

# CURRICULUM VITAE

## Project Site Admin

### MD MOZAMMIL ALAM

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12 Years in Admin.Hr, & GOV  
4 YEARS 6 MONTH – INDIA  
2 YEARS 3 MONTH – SAUDI  
ARABIYA  
3 YEARS 2 MONTH – KUWAIT  
6 Month (Shutdown) Kuwait  
FROM DEC-2021 TO TILL Now IN  
ACGC KSA.  
CONS PROJECTS, CIVIL &  
MECHANICAL, INDUSTRIES –  
OIL & GAS ,  
REFINERY, CONSTRUCTION.

Associated with local and global companies, involved in multi-million \$ projects, harmonized multi nationality, multi cultural work environment – ONE FAMILY, ONE GOAL, FOCUS ACHIEVING TARGETS, GROW STAYING SECURE, SAFE AND HEALTHY. Built Outstanding Workplaces, transformed personnel into performance-driven professionals.

#### PROFESSIONAL SKILLS

Daily Attendance  
ARABIC TYPIST  
COORDINATION WITH EMP  
MANAGING MANPOWER  
Transportation  
POLICIES, PROCEDURES  
LEGAL COMPLIANCE, VISA  
PAYROLL, SETTLEMENT

SAP/IMS / REPORTS

#### PERSONAL SKILLS

COMMUNICATION  
COORDINATION  
HUMAN PSYCHOLOGY  
PROBLEM SOLVING  
TEAM WORK & LEADERSHIP  
MULTI TASKING  
DETERMINATION

#### COMPUTER SKILLS

ADVANCE EXCEL, MS WORD  
OUTLOOK  
BROWSING

#### LANGUAGES

ENGLISH, ARABIC, URDU, HINDI & [Arabic Can  
Read, Write, & Speak.]

#### GULF CAREER

Unimac Qiddiya Riyadh.  
Project Site Admin  
June-2024 to till now

ARABIAN CASTLES FOR GENERAL  
CONTRACTING KSA  
Sr Admin Officer – ADMINISTRATION  
Dec 2021 - 22 June-2024

ABJ ENGINEERING & CONTRACTING  
CO KUWAIT  
Site ADMIN – ADMINISTRATION  
(Dec 2019 - June 2020)

KENT PCL,  
KUWAIT  
Site ADMIN – ADMINISTRATION  
(Mar 2016 - May 2019)

AL MOBTY CONTRACTING CO, KSA  
Site Administration  
(Nov 2013 - Feb 2016)

#### INDIAN EXPERIENCE

ALVI TECH.SERVICES PVT.LTD.  
[BHARUCH, GUJRAT] INDIA.  
Jr Admin – ADMINISTRATION  
(Nov 2010 - Mar 2013)

## CAREER BENCHMARK ACHIEVEMENTS



UNITED MAINTENANCE AND CONTRACTING COMPANY

United Maintenance and Contracting Company. It is a Saudi Arabian company specializing in infrastructure and road construction. The company was founded in 1979 and has grown to become a major player in the Saudi construction market. construction, operation and maintenance,

### **WORKING as Project Site Admin RELATED Administration**

- *Daily records of workers attendance on site.*
- *Preparing timesheets daily, weekly, and monthly for payroll.*
- *Timesheets to the head office for salary processing.*
- *Recording overtime, absences, and leave requests accurately.*
- *Monitoring and tracking employees working on site.*
- *Arranging transportation based on daily site requirements.*
- *Coordinating with manpower suppliers and subcontractors for mobilization and demobilization.*
- *Submitting daily manpower and activity reports to PMO and cost Dept.*
- *Supporting HR and team with manpower-related data and updates.*
- *Handle payroll processing, timekeeping, and overtime approvals for site workers.*
- *Track and manage site expenses, including petty cash and purchase orders.*

## CAREER BENCHMARK ACHIEVEMENTS



ARABIAN CASTLES FOR GENERAL CONTRACTING, KSA

### **WORKING as Sr. Site Admin RELATED Government Relations**

- Assist the project manager and site engineers with administrative tasks, such as scheduling meetings and preparing reports.
- Handle payroll processing, timekeeping, and overtime approvals for site workers.
- Track and manage site expenses, including petty cash and purchase orders.
- Manage site attendance, including tracking employee hours and managing leave requests.
- Facilitate onboarding and training for new site employees.
- Address any issues or challenges that arise on-site, coordinating with relevant stakeholders to find solutions.
- Assist in resolving conflicts between workers, contractors, or other parties involved in the project.
- Prepare and submit daily, weekly, or monthly progress reports to the project manager and head office.
- Oversee the day-to-day operations of the site office, ensuring it is well-organized and efficient.
- Renewals of IDs, Passes, Permits, visa, passport, Trade License, Vehicles insurance, repairs, maintenance, registration, etc.
- Manage office supplies, equipment, and facilities to ensure a productive work environment.
- Coordinate with contractors, suppliers, and team members to ensure timely completion of tasks.
- Maintain accurate records of daily site activities, including attendance, material deliveries, and equipment usage.
- Manage and update project documentation, such as permits, safety reports, and contracts.
- Assisting to newly joined brokers.
- Serve as the primary point of contact between the site and the head office.
- Ensured timely monitoring and follow-up permanent of IDs, Passes, visa, repairs, maintenance, registration, etc.
- Time record of employees.
- Created/maintain spreadsheets using advance excel functions/ calculations to develop reports/lists.



## **CAREER BENCHMARK ACHIEVEMENTS**

ABJ Engineering & Contracting Co. KSCC, the specialized fabrication work for Modules & Skids include testing & pre-commissioning in Mechanical, Electrical & Instrumentation disciplines before dispatch.

### **TARGETS ACCOMPLISHED SITE ADMIN – ADMINISTRATION**

- ***Satisfied Senior Management, Project Management and HODs with successful Manpower Recruitment drives within timeframe, drawn plan-Bs for current and near future requirements.***
- ***Arrange Rotational Schedule for Personnel On Site.***
- ***Prepare timesheets for client and internal approval.***
- ***Communicate with site personnel.***
- ***Prepare reports as required with role.***
- ***Implemented Job Descriptions accuracy and updates, define roles and responsibilities, monitor tracking and recording of achievement/fulfillment of targets, monitor probation performance***
- ***Handled complete payroll processing, employees loans and advances, recoveries/deductions, disbursement of leave/ticket entitlement, incentives, commissions, bonus, compensation/benefit***
- ***Management plans for instant response/initiatives at real time***
- ***Facilitate required site training explaining timesheet system, payroll system, sickness and absence procedures and penalties for failing to follow the correct procedures.***

## CAREER BENCHMARK ACHIEVEMENTS



### **KENT PCL, KUWAIT**

An Irish company with global presence, executing PMC, EPC, MEP, Maintenance and Installation Services in Oil & Gas, Power & Energy, Public Utility Services sectors

### **TARGETS ACCOMPLISHED: Site ADMIN – ADMINISTRATION (Mar 2016 - May 2019)**

- **Project Management with successful Manpower Recruitment drives within timeframe. Over**
- **Compile production and time record of employees.**
- **Review all essential documents such as time cards, time sheets and work charts submitted by employees.**
- **Verify employees' attendance manually, Time sheets and electronically**
- **Implemented Job Descriptions accuracy and updates, define roles and responsibilities, monitor tracking and recording of achievement/fulfillment of targets, monitor probation performance**
- **Justify any deductions in the salary by providing on paper proof of employees.**
- **Tracked the extra hours worked for overtime.**
- **Finalizing accommodation, catering, transportation contracts through procurement team**
- **Settling accounts with manpower supply agencies after successful on-boarding drive**
- **Successful Contingency Management plans for instant response/initiatives at real time**
- **Achieved international standards for certification, compliance and clearing audit close-outs**
- **Renewals of IDs, Passes, Permits, visa, passport, Trade License, Vehicles insurance, repairs, maintenance, registration, etc.**
- **Facilitate required site training explaining timesheet system, payroll system, sickness and absence procedures and penalties for failing to follow the correct procedures.**
- **Ensure compliance with IMS procedures with regard to Selection, Appointment, Duty Joining, Performance, Promotions, Leaves and Duty Resumption, Transfer, Final Release, Exit interview**
- **Administering assessment, skill gap analysis, talent mapping, employee efficiency enhancement, personnel performance, appraisals, training and development initiatives, in-house training**
- **Launched incentives and promotions, analyze rates and benefits ensuring total health and safety**
- **Performance Assessment for retention, re-hire, demobilization**
- **Handled complete payroll processing, employees loans and advances, recoveries/deductions, disbursement of leave/ticket entitlement, incentives, commissions, bonus, compensation/benefit**
- **Maintain, update, accurate Data Base for Personnel, Recruitment, Company Assets and Contracts**
- **Industrial Relations, Employee Relations, Staff Welfare, Grievances, Conflict resolving amicably**
- **Handling resignations, termination of contract, visa cancellation, service end benefits, repatriation**
- **Adhere, implement HSE Standards/guidelines, mutual cooperation for friendly work-atmosphere**
- **Safety, Protection and Maintenance of all equipment's, accessories and consumables.**



### **AL MOBTY CONTRACTING CO, KSA**

Al Mobty is nationally recognized as a leader in the fields of building & Hospitals construction, rail permanent way infrastructure, construction and maintenance; construction of roads, bridges, dams, airports and marine works

#### **SUCCESSFULLY TARGET ACCOMPLISHED: *Site Admin* (Nov 2013 - Feb 2016)**

- **Reporting to Admin Manager**
- **Print time sheets daily basis and distribute site Supervisors/Foremans**
- **Ensure meeting timely demands per trade/category of technicians, Engineers and Management level professionals.**
- **Finalize Job Offer, initiate on-boarding process, coordinate with PRO for visa processing**
- **Arranging accommodation for each category and finalize contracts for accommodation, catering**
- **Induction / Orientation, in-house training, drawing key responsibilities/JDs, deployment**
- **Review Pay scales, Incentives, bonus and other benefits, medical insurance**
- **Performance Assessment for retention, re-hire, demobilization, final settlement, exit interviews**
- **Review, revise and implement company administrative and operational policies and procedures**
- **Review value-index quantifying quality performance, rational approach KPI and SE management**
- **Resolving employees issues, handling resignations, termination of contract, repatriation**
- **Ensure accurate Payroll and personnel data for Leaves accrual, Tickets entitlement**
- **Supervise renewal of IDs, Passes, Permits, visa, passport, Trade License, Vehicles insurance, repairs, maintenance, registration, etc.**



### **ALVI TECH, SERVICES PVT.LTD, INDIA**

Part of a leading Oil and Natural Gas Corporation (ONGC) in India (Bharuch, Gujarat) involved in Construction.

#### **SUCCESSFULLY TARGET : *Jr Admin* (Nov 2010 - Mar 2013)**

- **Be familiar with and advise personnel in the correct method for completion of timesheets.**
- **Keep full records of all timekeeping activities, that should be readily available and up to date.**
- **Arrange Operations meetings to discuss strategies, demands v/s reach, targets, achievements, outstanding dues, collection and follow-up**
- **Arrange management meetings for review, progress, short and long terms plans, expansions and diversifying with add-on business activities**
- **Collate timesheets on a daily basis and check daily hours against foreman's allocation Sheets to ensure hours expended agree with timekeeping record (amend as required by Site and company Procedure)**
- **Ensuring that Operations Support, materials, logistics along with team of Technicians are aligned properly for timely execution; follow-up schedule management, service visit cards, time cards, accessories and consumables**
- **Prepare daily labour returns.**
- **Upload labour data into spreadsheets on daily basis.**
- **Resolving employees issues amicably satisfying both workers and management.**
- **Payroll Assistance, Leaves, Tickets, Housing, Medical Insurance**
- **Client and company awareness of HSEQ Policies Procedures and Golden Rules of safety.**

# MD MOZAMMIL ALAM

Admin & HR Officer

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**Date : June 10, 2025**

**To:  
The Hiring Manager**

**Most respectfully, I am Md Mozammil alam and I am working in Unimac Since June-2022 in Qiddiya Project.**

**My career span associated with local and global companies, involved in multi-million \$ projects, harmonized multi nationality, multi cultural work environment with ONE FAMILY, ONE GOAL, FOCUS ACHIEVING TARGETS, GROW STAYING SECURE, SAFE AND HEALTHY. Built Outstanding Workplaces and transformed personnel into performance-driven professionals.**

**During my tenure in multiple industries i.e. Civil & contraction, mechanical, Oil & gas refinery, India, KSA, Kuwait, KSA successfully accomplished integrating operations and strategies in line with business objectives and management vision, cost control measures, manpower planning, employee relations, industrial relations, statutory compliance, visa processing, insurance, ticketing, housing, transport, vehicle and other various registrations and renewals, leaves rotation, payroll, rewards, incentives, benefits, exit process, final settlement, policies and procedure defining & implementation, creating safe, healthy international standards.**

**My actual Designation in UNIMAC Project Admin Seeking suitable roles as or relevant in site administration dept, and would appreciate an opportunity to discuss potentiality of fulfilling Proven needs and my skill sets for positive growth contributions. Attached herewith is my resume for your reference.**

**I am reachable via email, or call. Optimistically look forward to hearing from you soon.**

**Best regards,**

**MD MOZAMMIL ALAM**