

SOHAIB QAYYUM
(Administration Specialist)

Saudi Arabia | +966 557046568 | sohaibqayyum@outlook.com

PROFESSIONAL SUMMARY

As an energetic and ambitious individual, I have progressed my career in the field of construction, petrochemical and microfinance services industry over the past 12 years. I have gained experience in creating policies and procedures and ensuring compliance, project support, office administration, camp administration, managing and handling utilities services, catering, transportation, procurement.

AREA OF EXPERTISE

- Office Administration
 - Client Requests
 - Utility Services
 - Procurement
 - HR & Personnel
 - Security
 - Camp Administration
 - Finance
 - Government Relations
 - Transportation
 - IT Works
 - Catering
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EXECUTIVE SYNOPSIS

Highly professional and competent Administration Specialist with over 12 years of experience in the field. Well-versed in office operations, risk management, budgeting, planning, and staff management. Proven ability to design and implement strategic plans and develop high-performing teams. Exceptional leadership and problem-solving skills with a track record of increasing operational efficiency and productivity. Seeking a challenging position to utilize these skills and contribute to an organization's success.

RECENT EXPERIENCE



Position: Site Admin & Finance In-Charge
Tamimi Pre-Engineered Buildings

from 10/2020 – 04/2025

PROJECT NAMES:

- 1. QIDDIYA DESIGN & BUILD CONTRACT for CAMP ACCOMMODATION** **07-2024 to 04-2025**
- 2. AMAALA TRIPLE BAY CONSTRUCTION VILLAGE PROJECT** **10-2020 to 06-2024**

Key Deliverables:

- Plan and coordinate administrative procedures and systems, and devise ways to streamline processes
- Recruit and train personnel and allocate responsibilities, and office space
- Assess staff performance and provide training and guidance to ensure maximum efficiency
- Ensure the smooth and adequate flow of information within the company to facilitate other business operations. Manage schedules and deadlines
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints
- Monitor costs and expenses to assist in budget preparation
- Oversee facilities services, maintenance activities, and tradespersons (e.g., electricians)
- Organize and supervise other office activities (recycling, renovations, event planning, etc.)
- Ensure operations adhere to policies and regulations
- Keep abreast with all organizational changes and business development requirements.

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- In-depth understanding of office management procedures and departmental and legal policies
- Familiarity with financial and facilities management principles
- Protecting company assets through the organization and implementation of internal audits.
- Supervising administrative staff and dividing responsibilities to ensure performance.

Key Achievements:

- Successful setup, management, and coordination of administrative systems, which improved efficiency by 75%.
- Streamlining office operations, which resulted in a 30% cost reduction.
- Implementation of project management tools that enhanced communication and collaboration among team members and improved project completion rates.
- Facilitated the processing of legal construction permits and licenses, preventing costly delays.
- Led the installation of cutting-edge digital filing systems, reducing document retrieval times by 70%.
- Spearheaded negotiation of vendor contracts, providing substantial savings to the project fund.
- Successfully managed a diverse team of administrative staff, fostering a positive and productive work environment.
- Removed inefficiencies in resource allocation, reducing waste by 40%.
- Successfully mitigated risks by ensuring regulatory compliance with local, state, and federal laws.
- Coordinated several large-scale construction projects simultaneously while maintaining strict deadlines and budget constraints.



Position: Project Coordinator
Yanpet Yanbu Petrochemical Company (SABIC) from 11/2017 To 09/2020

Key Deliverables:

- Coordinate between departments and operating units in resolving day-to-day administrative and operational problems
- Prepare and present site inductions, safety briefings, and toolbox talks
- Assist the project manager in all administrative functions and processes
- Coordinate with company GRO for the SABIC employee ID process
- Preparation of weekly & monthly shift schedules for employees
- Handling of Employee Time Sheets & Petty Cash
- Assist in the hiring and training process of new staff
- Monitor project progress & monitor potential issues
- Assign jobs to subordinates and organize the work group
- Control or evaluate the performance of subordinates
- Train, lead, and motivate subordinates & Enforce rules
- Provide structure, direction, and purpose to their teams
- Attend all project meetings and take notes
- Supervise workers and work activities
- Collaborate on project presentations



Position: Admin & Finance Officer
Association for Gender Awareness & Human Empowerment 04/2012 – To 08/2017

Key Deliverables:

- Responsible for the full employee life cycle from recruitment, induction to exit (Inside project), and for providing full administrative support to the HR Managers and Officers. Also involved in the day to day-to-day running of the HR office
 - Prepare all utility and office supply payments for approval by management
 - Maintain and update the inventory and fixed asset register for office and staff residences
 - Organize a filing system for important and confidential company documents
 - Maintain a company calendar and schedule appointments
 - Distribute and store correspondence (letters, emails, and packages)
 - Prepare reports and presentations with statistical data, as assigned
 - Liaise with property owners regarding maintenance, facilities, and contracting
 - Prepare regular reports on expenses and office budgets
 - Act as Security Focal Person for the branch office
 - Maintain and update company databases
 - Solve routine daily problems
 - Update office policies as needed
 - Providing professional advisory support to company employees
 - Developing reports for senior HR Officers on staff sick leave, absences, and holiday leave
 - Ensuring the department complies with all recruitment Policies, Laws, and Regulations
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CREDENTIALS

Education:

- **Master of Business Administration M.B.A (Finance & Accounting)**, Preston University
- **Bachelor of Commerce – (B. Com)**, Bahaudin Zakariya University

Professional Development:

- Certificates:**
1. Strategic Change Management & Leadership Coaching
 2. IOSH Managing Safely
 3. Certificate of Appreciation from Red Sea Global

Skills:

- An analytical mind with problem-solving skills
- Excellent organizational and multitasking abilities
- A team player with leadership skills
- Good communication skills
- Project Management skills
- Knowledge of best practice time management processes.
- Detail, self-motivated, and able to respond quickly to a fast-moving & ever-changing environment.
- Attention to detail & ability to manage tasks provided by multiple personnel integrity & confidentiality.

Computer Literacy:

SAP, MS Office (Word, Excel, PowerPoint), MS Outlook

PERSONAL PARTICULARS

- Date of Birth: 13 Apr 1991
- Language Known: English, Arabic, Urdu
- Nationality: Pakistani
- ID / Iqama Number: 2443815416