

# Fareed Kanwal

## Personal Information

Location: Khobar, Saudi Arabia  
Mobile Phone: 9665-80544240  
Email Address: [fareedkanwal@gmail.com](mailto:fareedkanwal@gmail.com)  
Date of Birth: 13 March 1976  
Nationality: Pakistan  
Residence Country: Khobar, Saudi Arabia  
Marital Status: Married



## Career Objective:

To be in an organization that can build up my continual growth, explore, learn, and understand the vast multitude of elements of all documentation, HR documentation system, and management in a committed effort. To improve self-performance, to learn new ideas that would make me identified as a person the expertise in HR Management skills documentation, and site administration which would be my assets in achieving the organization's goals.

## Experience

### April 2022 - Present

HR Coordinator

Abacus International Contracting Co Location: Al Khobar, Saudi Arabia

Job Role: To Handle HR Activities (Govt. Portals)

### May 2019 - March 2022

HR Coordinator (HR Support)

Gulf Consolidated Contractor Co Location: Khobar, Saudi Arabia

Job Role: To Handle HR Activities (Govt. Portals)

### April 2016 - April 2019

Assistant Manager Accounts

Shipway Logistics Location: Sialkot, Pakistan

Job Role: Accounting and Auditing

### March 2013 - March 2016

Project Coordinator

Industrial Instrumentation and Control System Location: Khobar, Saudi Arabia

Job Role: Administration

### May 2005 - July 2012

Administrative Assistant

Xpert Communications Location: Sialkot, Pakistan

Job Role: Administration

## Education

Bachelor's Degree (BCS) - 1996

University Of Punjab - Lahore, Pakistan

## Computer Skills

- Specialties
- Data Analysis
- Data Administration
- MS Office Suite
- Corel Draw

## Skills

- Communication
- Team Work
- Work in Pressure
- Office Administration

## Languages

- Arabic Beginner
- English Professional
- Urdu Professional
- Punjabi Native

## Training and Certifications

- First Aid & Basic Life Support (BLS) Training

## Hobbies and Interests

Movies, Book Reading, Photography

## Scope of work during professional career.

- Three years of functional experience in coordinating.
- Pro-found ability to interface and coordinate scopes of projects.  
Highly experienced in tracking and reporting on specific projects and assumed deadlines.  
In-depth knowledge of coordinating activities between the operations departments.
- Strong project management skills.
- Ability to maintain confidential information.
- Excellent organizational and time management skills.
- Arrange the meeting within the site with Supervisors and departments head.
- Daily Based Computerized reporting to the Saudi Aramco Concern departments.
- Daily work procedure handling documentation.
- Arrangements of Store Requirements Items received the daily site requirements and send to the concern for arrangement.
- Assist with planning projects. Ensure all commitments are met in accordance with the goals and objectives of the project.
- Prepare reports on project financial aspects and progress. Assist with project closure activities.
- Manage and coordinate change activities.
- Preparation of monthly progress reports. Preparation of Payroll slip daily basis and updating all data in SAP.
- Daily work procedure handling documentation.
- Electrical work documentation. Electrical Control Panel diagram handling production work documentation.
- Warehouse record maintenance. Reconciliation. Petty and in-hand transactions.
- Arrangement of meetings with clients.
- Implementation of Minutes of Meeting.
- To Update Sales Records, Maintain Market Sales, and expand the Sales Network.
- Maintain All Sorts of Outdoor and Indoor Sales records.
- Preparation and handling of payroll rules and time transactions.
- Planning the supply of manpower as per the request of the site in-charge of the project schedule. Scheduling, estimating, and controlling manpower.
- Arranging transportation to and fro various sides and arranging services of the vehicle.
- Health monitoring, providing medical facilities.
- Preparation of settlement as per the rules of the company.
- Monitoring the renewal of visas, new visas, and work permits with the coordination of PRO.
- Maintained staff files/records & updated staff list, leave records, etc. on Muqem, Qiwa, and other portals.
- Expert knowledge of Insurance - (Personal, Medical & government). Managing sites accidents reports and GOSI claims as well as ensuring adequate treatment of injured workers.
- Candidates screening & scheduling interviews.
- Oversee entire travel arrangement of business guests & staff on business travel such as visa, ticketing, hotel booking Etc.
- Prepare offer letters and employment contracts.
- Prepare salary certificates, visas, ID cards, and renewal of passport on request only.
- Staff relation to solving the problem about maintenance work or Etc. Involving in recruitment with management group to a selection of right candidates. Managing the end-to-end recruitment cycle for the organization.
- Maintain excellent relations with sub-contractors and local manpower suppliers and materials suppliers.
- Maintaining the integrity of HR data for the region through HRIS and employee records in accordance with legal requirements and best practices.
- Participating in the evaluation and monitoring of the success of training programs. The follow-up to ensure training objectives are met.
- Managing local compensation and benefits practices and tracking mechanisms.
- Managing the set-up and day-to-day delivery of office management; vendor and supplier relationships to meet operational needs.
- Managing the expense submission; reviewing payment for approved employee business travel and related expenses; Managing external travel services provider.