

ZIA UL ISLAM

Administrative Coordinator

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Riyadh Saudi Arabia

OBJECTIVE

Dedicated and detail-oriented Administrative Coordinator with 12+ year's proven experience in managing office operations, supporting HR and personnel functions, and ensuring smooth administrative workflows. Seeking to contribute my organizational, communication, and problem-solving skills to a dynamic team, with a focus on efficiency, accuracy, and professional service in a fast-paced environment.

SKILLS & ABILITIES

❖ Administrative & Organizational Skills

*Office administration *Calendar and meeting management
*Travel arrangements (domestic and international) *Document preparation and filing
Recordkeeping and data entry *Time management *Task prioritization

❖ Communication Skills

*Verbal and written communication *Email and correspondence management
*Professional telephone etiquette *Liaising with internal departments and external clients
Minute-taking and meeting summaries

❖ Technical & Computer Skills

*Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
*Google Workspace (Docs, Sheets, Calendar, Gmail) *Data management systems

❖ Executive Support Skills (for Executive Assistant roles)

*Executive calendar and inbox management
*Board meeting coordination
*Preparing confidential reports and presentations
*High-level stakeholder communication
*Gatekeeping and discretion with sensitive information

❖ Interpersonal & Soft Skills

*Attention to detail *Problem-solving *
*Multitasking
*Adaptability and flexibility
*Discretion and confidentiality
*Team collaboration
*Initiative and pro-activeness

EXPERIENCE

Jan 13, 2013 to July 01, 2025

Administrative Coordinator – Personnel
ABV Rock Group Limited
Kingdom of Saudi Arabia

JOB RESPONSIBILITIES:

- Personnel Records Management
- Maintain and update employee files (digital and physical) with confidentiality and proper documentation of employee information.
- Track and manage employee contracts, leaves, and attendance records.
- Prepare HR-related reports (e.g., headcount, absenteeism, and turnover).
- Assist with HR document preparation, such as employment letters, Contracts, EPE's and memos.
- Handle correspondence, emails, and scheduling for HR leadership.
- Monitor employee attendance and update records in HR systems.
- Process leave applications and ensure compliance with company policy.
- Assist in implementing HR policies and procedures.
- Ensure practices align with labor laws and internal policies.
- Respond to basic employee inquiries regarding policies, benefits, and procedures.
- Direct employees to appropriate HR staff for complex matters.
- Input and maintain data in the HR Information System (HRIS). Generate reports as requested by HR management.
- Preparation of Security Department Operating Manual's for various projects.
- Preparation of Security Department Minutes of Meetings.
- Administration coordination of Guard force monthly & daily schedules.
- Submit Daily Manpower Reports to Management.
- Administer Service Reports of Staffs for salaries.
- Preparing Purchase Requests, Job Requests and other requests.
- Administration of Annual Vacation Plan, Travel & Leave Requests for staffs.
- Assisting production of Hired Manpower Id cards issuance, for various sub-Contractor's staffs Working within ABV projects.
- Responsible for Inspection, checking of Hired Manpower workers Iqama (residence Permits) Validity date, expiry date, trade etc. Collects required documents for registration in Hired Manpower system of the company.
- Responsible for writing security-related incident and accident reports writing. The reports submit to Human Resources Department for information and appropriate actions.
- Correspondence and filling of all incoming and outgoing interoffice memos.
- Responding to all incoming emails via group-wise mails.
- Maintain meeting schedules and appointments of the project security manager.
- Preparation of personnel requisitions for required manpower for the department.
- Have an experience to assist the recruitment department with hiring manpower through transfer Of Sponsorship.

Feb 28, 2006 to October 2011

Senior / Junior Clerk "Accounts Section"

Protected Areas Management Project

Chitral Gol National Park Chitral (PAMP-CGNP)

JOB RESPONSIBILITIES:

- Manage & Maintain office records
- Deal with bank and cash payments (as a cashier).
- Procurements and purchases of various items for offices and huts of the National Park.
- Deal with Suppliers
- Typing and printing various official letters
- Maintaining cash books, disburser registers, bill registers, Cheque register detail accounts, and monthly cash accounts
- Operating Accounts Software, Vouchers Entries.
- Maintaining Dispatch & Diary Registers.
- Preparing a monthly account of the project.
- Preparing Reconciliation of Cheque
- During various workshops, meetings, and training arrangements, refreshments were provided for the participants.

EDUCATION

Bachelor of Arts - 2nd Division - 2011 – 2012

Shaheed Benazir Bhutto University, Sheringal, Dir

Diploma in Commerce (Accounts Group) - 2nd Division - 2002

Board of Technical Education Peshawar

Secondary School Certificate 2nd Division - 2000

Board of Intermediate & Secondary Education Peshawar

CERTIFICATES SHORT COURSES

- *Certificate in IT from Haris Institute of Information Technology Peshawar. Recognized By: Skill Development Council (SDC) a joint project of National Training Bureau Govt. of Pakistan, ILO, and World Bank & EFP.*
- *Maya, Graphic Designing Visual Basic*
- *Accounts Basic, Peachtree, Hardware (Advance)*
- *MS. Access (Advance), Networking (Advance)*

LANGUAGES

- *English - Read, Write, Speak*
- *Arabic - Read, Write, Speak*
- *Urdu - Read, Write, Speak*
- *Pashtu - Read, Speak*
- *Persian - Speak*
- *Khowar Native - (Read, Write, Speak)*