



MIRZA SABA KARIM BAIG

CONTACT DETAILS

Mob: 0539635896

Email: skbaig81@gmail.com

Iqama: Transferable (Immediate)

PASSPORT DETAILS

Passport No: R2455086

Date of Issue: 09.08.2017

Date of Expiry: 08.08.2027

CURRENT LOCATION:

Riyadh, Saudi Arabia

PERMANENT ADDRESS:

Bihar, India

LANGUAGE KNOWN:

English

Hindi

Urdu

Admin/Document controller

OBJECTIVE

Seeking a challenging and growth-oriented career where I can utilize my skill and knowledge with the opportunity for professional growth and excel by contributing towards the achievement of organizational goal with highest quality standard.

PROFESIONAL QUALIFICATION

- **MBA (Master of Business Administration)** from BU. Bhopal University, Bhopal MP INDIA in 2016

EDUCATIONAL QUALIFICATION

- B.COM Graduate from B.N Mandal University, Bihar in 2013
- H.S.C (Intermediate) passed from B.S.E.B Patna Bihar
- S.S.C (Matriculation) passed from B.S.E.B Patna Bihar

COMPUTER SKILL

- MS-OFFICE: - (WORD, OUTLOOK, EXCEL)
- ADVANCE EXCEL
- ERP.

SKILL

- ❖ Proven ability to efficiently and precisely solve any problem at hand.
- ❖ Dependable and flexible character with in exhaustible stamina to Work
- ❖ Established capability to follow procedure and guide line

TOTAL EXPERIENCE DETAILS : 07+ year (04+ year Abroad+02-year India)

WORK EXPERIENCE DETAILS IN SAUDI ARABIA: MAINTENANCE

1. Name of Company : BAWAN AL-MEMAR CONTRACTING LTD.
- ❖ Designation : ADMINISTRATION
- ❖ Period : 27.07.2025 to 30.11.2025

WORK EXPERIENCE DETAILS IN SAUDI ARABIA: CONSTRUCTION

2 Name of Company : MODERN BUILDING LEADER LTD. (MBL)
❖ Designation : ADMINISTRATION
❖ Period : 17.06.2025 to 26.07.2025

WORK EXPERIENCE DETAILS IN QATAR: - OIL & GAS

❖ Name of Company : AMWAJ
❖ Client Company : QATAR GAS OPERATING CO.
❖ Designation : ADMINISTRATION
❖ Period : 06.01.2019 to 06.01.2021

WORK EXPERIENCE DETAILS IN INDIA

1. Name of Company : SHILPI ENGINEERING PVT LTD.
❖ Designation : ADMINISTRATION
❖ Period : 30.08.2016 to 25.10.2018

2. Name of Company : LAKSMI INFRABUILDING PVT LTD.
❖ Designation : DOCUMENT CONTROLLER
❖ Period : 08.09.2015 to 19.10.2016

Roles & Responsibility of Job

- Maintain up-to-date employee holiday records & Prepare employee's individual Time Sheet.
- Prepare *Transport section* Attendance sheet & monitoring time sheet.
- Input document data into the standard registers ensuring that the information is accurate and up to date.
- Maintain attendance records and leave applications for staff and laborers.
- Maintain updated records of all approved documents and drawings and their distribution clearly.
- Provide logistical support for site staff (accommodation, transport, meals if applicable).
- Monitoring Food arrangement for site area staffs.
- General office management such as ordering stationary.
- Order office supplies and research new deals and suppliers.
- Provide general support to visitors
- Create and update records and database with personnel, financial and other data.
- Coordinate with office activities and operation to secure efficiency and compliance to company Policies
- Supervise administrative staff and divide responsibilities to ensure performance.
- Track stocks of office supplies and place order when necessary.
- Maintain and update all digital and hard copy client contract files.
- Establish a safe working environment for team members based on company policies and state and Federal working laws.

- Prepare and monitor invoices. Oversee and supervise the work of junior staff.
- Ensure compliance of safety standers in transportation function.
- Open, short, and distributions incoming correspondence, including faxes and email.
- Read and analyze incoming memos, submission and reports to determine their significance and plan their distribution
- Assist in onboarding new employees (paperwork, ID cards, site induction).
- Maintain project files including contracts, timesheets, invoices, and correspondence.
- Assist project managers and engineers with documentation and communication.

- **Weekly & Monthly Reports;**
 - Prepare Office services weekly reports to Manpower, Waiter, Janitor, handyman & Mail room focal point then combined sheet submit to Department
 - Monthly combine highlights required to submit FM Focal point
 - Prepare *AL-SIDRA* Indoor plants monthly services report and submit to focal point for Approval purposes
 - Prepare & review Al-Sidra monthly time sheet for *Qatar Gas* and submit to FM Supervisor. Approval purposes
 - Prepare Employees individual Attendance sheet & submit to FM Focal point for monthly billing. Purposes. Update location wise/building wise indoor plants Quality report & submit to FM-Focal point purposes

- **Vehicle Pass, Gate Pass & EMS Support;**
 - Arrange temporary *visitor pass* for new employees to support daily work activity
 - Prepare the material pass as per request and submit to focal point for approval purposes
 - Prepare vehicle blue pass from portal to get plant access
 - Support & coordinate to get building access for *FM-Manpower* & other contracts services

- **Correspondence Guidelines-Office Services;**
 - Reprographic support like photo copy, scanning, binding, filling as per department request. Raised manpower request as per department advise
 - Submitted overall staff allocation, changes, requirement & termination report to Department
 - Prepare GSR, Offer, stationary & stationary & another miscellaneous request
 - As per focal point advise visit plant & other location for working inspection Purposes

PERSIONAL INFORMATION

Father Name	:	Mirza Shakil Baig
Date of Birth	:	15.01.1992
Place of Birth	:	Darbhanga
Marital Status	:	Married
Nationality	:	Indian
Religion	:	Islam

Declaration

I do hereby declare that all information's are true, correct to the best of my knowledge and belief,

Date:

Mirza Saba Karim Baig