

# MUHAMMAD ASIF



KSA

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## PROFESSIONAL SUMMARY

Resourceful Operations with 17 years of operations & administrative experience in domestic and international positions. A hardworking professional leader skilled in both strategic planning and tactical execution. Experienced in Logistics management, General operations, financial aspects, hiring, and development. Talented at building collaborative partnerships and supporting employees in achieving professional success.

Leader of successful Operations within the Construction field & Oil and gas Sector. Employs organizational skills, interpersonal skills, and computer data knowledge to perform administrative and operational support duties with maximum impact effectively. Consistently promotes company values and service standards for efficient office operations.

## SKILLS & PERSONAL ATTRIBUTES

- Leadership & Management
- Accommodation Management
- Policy research and analysis
- Warehouse & Material Staging
- Negotiation strategies Supplier
- Cost analysis and savings
- Strategic planning and execution
- Shared Services Management
- Transport Management
- Supply Chain Operations
- Transport Pool Management
- Inventory management.
- Facilities Soft & Hard Services
- **ERP (SAP) Proficient**

## WORK HISTORY

02/2024 – Current

### Logistics & Facilities Manager

Elegancia Arabia Co., - [KSA \(Neom Region\)](#)

### Projects in Progress

Residential Facilities

SOW: Renovation &

Finishing

Location: Neom

- Manage & supervise the team's day-to-day operations, ensuring all tasks are completed on schedule and to the required standards.
- Support ongoing operations by providing logistics and administrative support.
- Monitor & Manage the Logistics, Camp, Transport, and Time office Teams.
- Preparation, review, and reconciliation of monthly fuel expenditures, vehicles, equipment, and labor reports
- Worked closely with hiring teams for labor, drivers, operators, vehicles, and equipment to ensure efficient cost reduction strategies.
- The arrangement of equipment and vehicles from internal or external sources (rental suppliers) to meet the requirements of the project.
- Annual registration renewal arrangements (Fahes Pass, Insurance, etc.) for vehicles & Equipment
- Ensures the organization's safety policies are strictly followed.
- Answers inquiries from employees and suppliers and resolves issues.
- Verify the monthly invoices of Manpower Suppliers, welfare facilities, Laundry, Catering, Villas & labor accommodations, Equipment, Vehicles, etc.
- Manage, supervise, and monitor fleet operations.

- keeping information regarding the various routes of transportation.
- Ensure that vehicles are kept in proper running condition.
- Logistics arrangements for the Delivery & Pickup of the material.
- Monitoring and controlling of site administration, Welfare Facilities Management, and ensuring standards are maintained.
- Contribute to the preparation of the mobilization / De-mobilization plan for Manpower, Welfare facilities, & Transport.
- Arrangement of the workers basic Project welfare facilities such as Water, Sewage Removal, Skip boxes, etc.
- Ensure that the tasks are completed on time.
- Ensure all employees obey the rules and regulations at sites.
- Handling petty cash for site expenses.
- Arrange repairs and maintenance of the facilities & residential accommodation.
- Day to day coordinating with catering management for the arrangement for food.
- Maintain accommodation and inventory data for staff & workers.
- Report to the Project Manager and Human Resources about all cases of workers staying in the camp and not reporting for duty, with the reason for each case.
- Handle all room allocations for new employees. Keep updated records of all laborers staying in accommodation.
- Inspects all camp facilities and reports to relevant personnel.
- Maintain the recreation facilities available in the Camp.
- In charge of arranging transportation for employees with respect to, transfers, and airport pick-up and drops.
- Maintain and manage all databases relating to transportation, Camp & Logistics activities.
- Develop and build positive relationships with employees.
- Coordinate with Client and arrange the Safety Induction as per work requirements.

**07/2023 – 01/2024**

**Lead People Services**

Descon Engineering Co., Ltd – [Oman](#)

Client: [OQ](#)

**09/2022 - 05/2023**

**Administration In-charge**

M.S. Al-Suwaidi Industrial Services Co. KSA (Western Region)

Client: [Petro Raghieb & Yansab](#)

**08/2018 - 08/2022**

**Project & Camp Administrator**

International Hospitals Construction Co. Ltd. (IHCC). KSA (Riyadh)

Client: [Saudi German Hospital](#).

**01/2017 - 07/2018**

**Administration In-charge**

Specialized Industrial Services Co. KSA (Eastern Region)

Client: [Aramco & Sabic](#)

**01/2014 - 12/2016**

**Administration Supervisor**

Elmec Contracting Co. KSA (Makkah)

Client: [Saudi Bin Laden Group \(Haram Expansion\)](#)

**10/2007 - 12/2012**

**Admin & Logistics Coordinator**

Descon Engineering Co., Ltd – [Qatar \(Doha\)](#)

Client: [Qatar Chemical](#)

## Projects Accomplished

- Dolphin Energy Qatar.
- Qatar Gas Operating Company Qatar (QG).
- Qatar Fertilizer Company Qatar (Qafco).
- Qatar Petroleum (QP Qatar).
- Qatar Aluminum.
- QNCC Dukhan Cement
- Ras Gas Company LTD Qatar.
- Qatar Chemical Qatar (Qchem) .
- Chiyoda Technip Joint venture (CTJV).

09/2006 - 10/2007

### Administrative Assistant

Descon Engineering Co., Ltd – [Pakistan](#)

Client: Water & Power Development Authority (Wapda)

Project: Mangla Dam & Mapal Leaf Cement

## EDUCATION

**Bachelor in Arts - Bahauddin Zakariya University (Multan, Pakistan)**

**Diploma:** Camp Administration

## CERTIFICATIONS & TRAININGS:

- HRIS (HR Information & Payroll System).
- GDMS Descon Payroll System (Gainful deployment Manpower System).
- CMPS Descon (Cartelized Manpower System)

## AWARDS & APPRECIATIONS:

- Qatar Gas Operating Company Qatar.
- Dolphin Energy Qatar.
- Ras Gas Company LTD Qatar.
- Descon Engineering Qatar L.L.C.

## COMPUTER LITERACY:

- MS Office Suite applications
- Internet Surfing
- Email
- SAP, ERP
- Software & Printer installations (Basic IT)
- Social Media

## SAFETY TRAININGS:

- Qatar Gas
- Dolphin Energy
- Qatar Rail
- Fujita
- Fayap
- Work at Height, H2S/BA, Hole Watch, QDVC, RLS Tunnel , MHI Tunnel , CRO CCRM , ISG
- Basic Firefighting Training.

## LANGUAGES

**Urdu:** Native language

**Arabic:** Conversational

**English:**

C1

Professional

## OTHERS:

- Transferable Iqama
- Nationality: Pakistani