

Cover Letter

Mohammad Noet Ali Khan

Email: noyetali786@gmail.com | Mobile: 0551926402 | WhatsApp: +91 8809829087
Qatar ID: 28735623455 (Valid until 28-10-2025)

Dear Hiring Manager,

I am pleased to apply for the position of **HR / Admin Assistant – Senior Timekeeper** at your company. With over **14 years of proven experience** in HR operations, timekeeping, and manpower administration in **Qatar and Saudi Arabia**, I have developed strong skills in managing attendance systems, payroll data, and workforce coordination for mega-projects.

In my recent role with **Redco El Seif JV (NEOM Project, KSA)**, I managed timekeeping and HR functions for more than **10,000 workers**, ensuring accurate payroll, shift management, and compliance with company and client standards. Earlier, I worked with **Redco International WLL, Doha** for several major projects, including the *Lusail Bus Depot (AECOM, 4500+ manpower)* and the *Al Khor Expressway (PORR, 3500+ manpower)*. These roles have equipped me with hands-on experience in Qatar's HR and labor systems.

Key strengths I bring include:

- **Expertise in timekeeping & payroll support** for large-scale manpower.
- Proficiency in **MS Excel, Word, PowerPoint, and HR databases**.
- Strong administrative and communication skills, with the ability to handle pressure and meet deadlines.
- Proven reliability and recognition with multiple **certificates of appreciation** from management.

I hold a **valid Qatar ID & Saudi Iqama** and am available for immediate joining. I am confident that my experience and skills can contribute effectively to your HR and administrative operations.

Thank you for your kind consideration. I look forward to the opportunity to discuss how I can support your team.

Sincerely,

Mohammad Noet Ali Khan

Mohammad Noet Ali Khan

Email: noyetal786@gmail.com

Mobile: 0551926402

WhatsApp +918809829087

Nationality India, Passport T8949020 (Valid until 13-06-2030)

Identification Details Qatar ID: 28735623455 (Valid until 28-10-2025) Saudi Iqama: 2562635066 (Valid until 14-09-2025)

Career Objective

Experienced Sr. Time Keeper. HR. Admin Assistant with 14 years of proven expertise in HR operations, manpower management, employee relations, and HR systems within large-scale construction mega-projects. Adept at handling timekeeping, shift scheduling, attendance systems, and workforce coordination. Strong background supporting HR Business Partners (HRBP) in digital transformation, organizational development, and process optimization. Committed to ensuring accurate labor data, compliance, and contributing to efficient project execution and organizational success.

Experiences

Position	Company	Location	Period
Sr. Time Keeper. HR. Admin Assistant	REDCO EL SEIF JV Client: NEOM Project: Oxagon Precast Factory MP: 10000+	Neom Area in Saudi Arabia	Jun 2023 – Apr 2025

Main Functions

The Sr. Timekeeper cum HR Admin Assistant is responsible for managing timekeeping functions, supporting HR operations, and performing administrative tasks to ensure efficient office management.

- Track employee attendance, work hours, absences, and overtime for payroll.
- Assist with accurate payroll data, including leave and attendance.
- Maintain employee records, update databases, and assist with HR tasks.
- Oversee shift assignments and process time-related requests.
- Handle office tasks such as scheduling, correspondence, and supplies.
- Address employee inquiries and prepare timekeeping and HR reports.

Position	Company	Location	Period
Sr Timekeeper & Admin Asst.	REDCO International WLL Client: AECOM Project: Lusail Bus Depot MP: 4500+	Doha Qatar	Oct 2018 – June 2023

Main Functions

The Senior Timekeeper & Admin Assistant plays a crucial role in managing employee timekeeping, payroll support, and providing administrative assistance to ensure efficient office operations.

- Maintain accurate employee attendance records and track work hours, absences, and overtime.
- Assist in payroll preparation by providing accurate attendance and leave data.
- Update and maintain employee records in compliance with company policies.
- Oversee shift assignments and process time-related requests.
- Handle scheduling, correspondence, and office supplies.
- Address employee time-related inquiries and prepare attendance reports.

Position	Company	Location	Period
Taskforce for Mgt. Consulting cum Timekeeper	REDCO International WLL (JV) Client: PORR Project: Al Khor Expressway, Qatar MP: 3500+	Doha Qatar	Sep 2017 – Oct 2018

Main Tasks

The Taskforce for Management Consulting cum Timekeeper plays a key role in both providing management consulting support and overseeing the accurate tracking of employee work hours and payroll-related functions. This dual-function role involves both strategic input for operational improvements and meticulous time and record management to support organizational goals.

- Analyze organizational processes, identify inefficiencies, and recommend improvements.
- Support strategy development and resource planning.
- Provide expertise in project management and workforce optimization.
- Present findings and recommendations to senior management.
- Maintain accurate employee records and ensure compliance.
- Update HR databases with key information (e.g., new hires, leave balances).
- Assist in payroll preparation and monitor employee work hours.
- Handle time-related employee requests efficiently.

Position	Company	Location	Period
Time Keeper	REDCO International WLL (JV) Client: TAISEI Project: Japan Embassy Diplomatic Area MP: 3000+	Doha Qatar	Jul 2014 – Sep 2017

Main Tasks

The Timekeeper is responsible for managing employee time records, supporting payroll preparation, and assisting with administrative HR tasks. This role ensures accurate record-keeping, effective communication, and smooth department operations.

- Maintaining employee records (soft and hard copies)
- Updating HR databases (e.g., new hires, separations, vacation, and sick leaves)
- Assisting in payroll preparation by providing relevant data, like absences, bonus, and leaves
- Process employees' requests and provide relevant information
- Manage the department's telephone center and address queries accordingly
- Provide orientations for new employees by sharing onboarding packages and explaining company policies.

Position	Company	Location	Period
Time Keeper & Camp Boss	REDCO International WLL	Doha Qatar	Aug 2011- Jun 2014

Main Tasks

Responsible for maintaining accurate employee time records, supporting payroll and HR functions, and managing camp operations to ensure smooth manpower, accommodation, and welfare services.

- Maintain employee records (both digital and physical).
- Update HR databases (e.g., new hires, terminations, leave records).
- Assist payroll processing by providing data on absences, bonuses, and leaves.
- Respond to employee requests and provide relevant information.
- Handle department phone inquiries and direct them appropriately.
- Conduct onboarding sessions and explain company policies to new hires.
- Support camp management by overseeing accommodation and manpower allocation.

EDUCATION

- **Intermediate Higher Secondary Education 12th**

Certifications & Training:

- Certificate of Appreciation – EL Seif Redco JV Management
- Grievance Management Training – Neom, KSA, 13th January 2025
- Toolbox Training Participation – Neom, KSA, 13th January 2025
- First Aid & Fire Warden Training – Level 1, Neom
- Certificate of Appreciation – Taisei Management
- Proficient in MS Excel 2019/365 (Certificate of Completion), MS PowerPoint, MS Word, and other MS Office tools
- Certificate of Appreciation – Renoir Consulting for Excellence Contribution in the Al-Khor Expressway Project
- Certificate of Appreciation – Redco International W.L.L.

SKILLS

- Office/Admin Procedures
- Admin Abilities
- Technical Skills
- Creative
- Communication Skills

PERSONAL ABILITIES

- Attention to details
- Punctual & reliable
- Can work without supervision
- Ability to cope under pressure
- Good written and verbal communication skills
- Able to work as part of a team
- Having patient outlook
- Office Procedures
- administrative task
- Ability to prioritize task

REFERENCES

Available Upon request



NEOM



Redco International **WLL** **E L S E I F**
Redco - El Seif Joint Venture



CERTIFICATE OF APPRECIATION

This certificate is proudly presented to

Noet Ali Khan - Time Keeper (HR & Admin Assistant)

In recognition of your exceptional dedication, professionalism, and outstanding contributions to HR & Admin Department .

AT OXAGON PRECAST FACTORY, NEOM KSA JANUARY 2025

Your commitment, attention to detail, and teamwork have set a standard of excellence and exemplified our organization's core values.

We extend our heartfelt gratitude and wish you continued success in your future endeavors.

Nawaf Al Hazmi

NAWAF ALHAZMI
Sr. HRBP
ESEC REDCO JV P-180 NEOM, Otagoni



Inad Karabach

Inad Karabach
Operations Director

Farrukh Majeed

Farrukh Majeed
Project Director

Nawaf Al Hazmi
SR. HRBP Manager



Redco International JV EL SEIF

REDCO INTL. JV EL SEIF
Oxagon Precast Factory KSA
(TRANSMISSION SYSTEM FROM NEOM DESALINATION
PLANT TO GAYAL
PRECAST FACTORY FOR CULVERT)

To Whom It May Concern

This is to confirm that **Mohammad Noet Ali Khan Emp# 8053** worked as a dedicated Timekeeper at REDCO INTL. JV EL SEIF from 15th June 2023 to 08th Sep 2023

During their tenure, Mohammad Noet Ali Khan Emp# 8053 demonstrated exceptional accuracy and diligence in maintaining employee time and attendance records. Their meticulous approach and professionalism greatly contributed to the efficient operation of our workforce management processes.

We appreciate Mohammad Noet Ali Khan contributions and wish them success in their future endeavors.

Sincerely,

Project Manager
Ahmed Saber

Sr. Project Manager
Qaisar Maqsood

Project Director
Malik Mazhar Khan



TRANSMISSION SYSTEM FROM NEOM DESALINATION PLANT TO GAYAL PRECAST FACTORY FOR CULVERT NEOM PROJECT KSA



NEOM

CERTIFICATE OF PARTICIPATION

JANUARY 2025

This is to certify that

MOHAMMAD NOET ALI KHAN

Has successfully participated in the Worker Welfare Employment Practices Training.

Tracy Elwick

TRACY ELWICK
Director, Worker Welfare



NEOM

CERTIFICATE OF PARTICIPATION

JANUARY 2025

This is to certify that

MOHAMMAD NOET ALI KHAN

Has successfully participated in the Worker Welfare Offboarding Contractors Training.

Tracy Elwick

TRACY ELWICK
Director, Worker Welfare



TAISEI



Redco International

CERTIFICATE OF APPRECIATION

This Certificate is awarded to:


Mr. Mohammad Noet Ali Khan

For his excellent service and participation as Time Keeper in **QNT Project EMBASSY OF JAPAN** under **TAISEI-REDCO JOINT VENTURE** from 26th January 2017 to 28th September 2017 that leads to a good results and serves as inspiration to others.

This Certificate was given on 28th of September - 2017.


Mr. Muhamad Zafar Ullah
Construction Manager




Mr. Tomoaki Yanagihori
Project Manager



Redco International



Al Khor Expressway Project

Rencir
CONSULTING

This certificate has been awarded to

Muhammad Noyet Ali Khan
Team Member

*In recognition of his valuable contribution to the
Al Khor Productivity Improvement Task Force
in the period from September 2017 to June 2018*

Ashfaq Ahmad
Project Manager, Port Recco JV

Wael Qudimat
Project Manager, Rencir



LUSAIL DEVELOPMENT
LUSAIL TRANSIT SYSTEM - LRT



Health and Safety Training Certificate

THIS CERTIFICATE IS AWARDED TO

Mr. Mohd. Noet A. Khan, Time Keeper, LRT1310037

FOR HIS ATTENDANCE AND ACTIVE PARTICIPATION TO THE TRAINING ON

SUPERVISOR SAFETY AWARENESS

Held at the LRT Induction Facility on the 7th of October 2013.



MD. SHUIB AHMED
HSE Training Engineer

STEPHANE HUSAR
HSE Engineer

NEIL SMITH
HSE Manager

CERTIFICATE OF COMPLETION

This is to certify that

Mohammad Noet Ali Khan

Has completed studies and gained skills in the following course

Microsoft Excel 2019 / 365



SOHAIL ANWAR
[Director]

Issued: 2021-07-24



The CPD Standards Office
CPD PROVIDER: 50240
2020-2022
www.cpdstandards.com

Certificate ID: 9p50agequ1



Redco International W.L.L.

Ref: Redco/SRK/EC/3825/236

Date:- 28-12-2014

Service Certificate

It is certified that **Mr. Muhammad Noet Ali Khan S/O Ali Ahmad Khan** (Employee # 8053) has been working in our organization as Time Keeper from 14-08-2011 now. He did his job in different projects during his stay with us.

We found him talented and having full command on his responsibilities as a Time Keeper.

For Redco International WLL


Saif ur Rehman Khan
Managing Director



बिहार विद्यालय परीक्षा समिति, पटना
BIHAR SCHOOL EXAMINATION BOARD, PATNA
अंक विवरणिका MARKS STATEMENT

इन्टरमीडिएट परीक्षा, 2004 INTERMEDIATE EXAMINATION, 2004

नाम Name **MD NOET ALI KHAN**

पिता का नाम Father's Name **ALI AHMAD KHAN**

महाविद्यालय College **GOPESHWAR COLLEGE, HATHWA, GOPALGANJ**

रौल कोड Roll Code **4312**

क्रमांक Roll No. **10469**

सूची० संख्या Enlistment No. **0932-029-21296-02**

संकाय Faculty **SCIENCE**

विषय का नाम SUBJECT NAME	कुल अंक F.Marks	पास अंक P.Marks	प्राप्तांक MARKS OBTAINED				विषयवार प्राप्तांक Subject Total
			सै. कुल Theory	प्रायोगिक Practical	Reg.		
					Th.	Pr.	
1. अनिवार्य COMPULSORY :							
R B NON-HINDI	050	015	033				
ALTERNATIVE ENGLISH	050	015	037				070
ENGLISH	100	030	040				040
2. ऐच्छिक OPTIONAL :							
PHYSICS	100	033	040	023			063
CHEMISTRY	100	033	044	021			065
MATHEMATICS	100	030	038				038
3. अतिरिक्त ADDITIONAL :							
प्राप्तांक AGGREGATE MARKS : TWO HUNDRED SEVENTY SIX						276	
परिणाम RESULT : 2ND DIVISION							

Dated : 05-06-2004

PATNA-800 001

Anup K. Singh
Secretary

نيوم NEOM



Mohammad Khan
Timekeeper

Redco International Contracting Company

Workforce ID 42015108

CONTRACTOR

KINGDOM OF SAUDI ARABIA
MINISTRY OF INTERIOR

الجمهورية العربية السعودية
وزارة الداخلية

RESIDENT IDENTITY
MOHAMMAD NOET ALI KHAN

محمد نوت علي خان

الرقم: ٢٥٦٦٣٥٠٦٦ نسخة ١

مكان الاصدار: الخدمات الالكترونية


الاسمار: ١٤٤٥/٠٦/١١ التاريخ: ١٩٨٧/٠٥/٠٢

المهنة: عامل المشاوير

الجهة: المؤسسة العامة

الديانة: الاسلام

صاحب العمل: شركة الموارد لتقوى الطيران



State Of Qatar
Residency Permit

دولة قطر
رخصة إقامة

ID.No: 28735623455 الرقم الشخصي:

D.O.B.: 02/05/1987 تاريخ الميلاد:

Expiry: 24/10/2025 الصلاحية:

الجنسية: الهند

Nationality: INDIA

Occupation: بناء طرب المهنة:



الاسم: محمد خان

Name: MOHAMMAD NOET ALI KHAN

ASTC

Participant Name :Muhammad Noyet Ali Khan

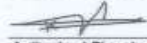
ID Number :T8949020

Training Course :Fire Warden


Completion Date :15-July-2023

Expiry Date :14-July-2025

Certificate Number:AT0158947



Authorized Signature
Arabian Safety Training Centre
www.arabiansafety.com



TADAWI GENERAL HOSPITAL

Participant Name : Muhammad Noyet Ali Khan

ID Number : T8949020

Training Course : Basic First Aid and CPR

Completion Date : 15-July-2023

Expiry Date : 14-July-2025

Certificate Number: TDW2024140

