



# Abdusaleem

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**Email address:** saleem.in@gmail.com **Nationality:** Indian

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## Profile

Seeking an opportunity to leverage my extensive background in office administration, document control, and cross-functional coordination to enable streamlined workflows, enhance compliance, and reinforce operational governance. Focused on driving organizational efficiency through structured documentation systems, high-precision data management, and cohesive stakeholder engagement. Committed to delivering operational excellence, compliance accuracy, and continuous process improvement across administrative and site-support functions.

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## Work Experience

### **Operations Executive/Document Controller | Advanced ICT Digital Security Company, Riyadh, Saudi Arabia | Aug 2021 – Sep 2025**

- Streamlined document control workflows, ensuring comprehensive tracking of submissions, revisions, approvals, and archiving.
- Managed full-cycle vendor registration processes for major GCC clients, ensuring alignment with compliance and technical requirements.
- Coordinated high-volume incoming and outgoing correspondence, including email, mail, and formal communications.
- Prepared and edited technical reports, presentations, memos, and controlled documents in alignment with internal quality protocols.
- Oversaw filing frameworks for digital and physical records, enabling rapid retrieval and data integrity.
- Facilitated cross-departmental communication with HR, Finance, Operations, and Project Management teams.
- Monitored documentation KPIs and provided structured status updates to leadership and project teams.
- Maintained the corporate database of vendor files, registration statuses, and compliance documents.
- Engaged with vendors and internal teams to verify information, ensure completeness, and accelerate onboarding.
- Aligned with evolving client requirements by staying updated on regulatory and compliance mandates.

### **Operations Executive/Document Controller | Advanced Systems & Technologies Co. Ltd., Dammam, Saudi Arabia | Dec 2012 – Jun 2021**

- Executed end-to-end administrative support, including document preparation, editing, archiving, and structured record management.
- Directed visitor management protocols and coordinated meeting schedules, conference bookings, and logistics support.
- Coordinated interdepartmental documentation flows, ensuring accuracy, alignment, and timely dissemination.
- Supported inventory oversight, supply procurement, and replenishment activities in alignment with operational needs.
- Led internal and external coordination for compliance submissions, ensuring adherence to client and regulatory standards.
- Tracked vendor registration processes, resolved discrepancies, and issued periodic updates to leadership.
- Oversaw local, national, and international courier logistics; ensured timely dispatch, receipt, and documentation accuracy.
- Arranged corporate travel itineraries including flights, accommodations, and ground transportation for staff.
- Managed petty cash workflows, ensuring full compliance with financial documentation standards.
- Issued payment vouchers, ensured collection of supporting documents, and maintained audit-ready records.

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## Work Experience

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**Data Entry Operator | Grama Panchayath Office, Wandoor, Kerala, India | Jul 2011 – Jun 2012**

- Executed structured data entry for Birth, Death, and Marriage registrations with high accuracy and compliance alignment.
- Supported municipal documentation workflows, ensuring timely submission and record integrity.

**Accountant Assistant | Coble Impex Pvt. Ltd., Kakkanad, Kerala, India | Apr 2010 – Aug 2010**

- Recorded journal entries, processed invoices, and facilitated purchase order execution.
- Supported accounts payable and receivable workflows, ensuring precise tracking and communication.

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## Education

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- **Bachelor of Commerce**, University of Calicut
- **HSE / Plus Two**, Kerala Board of Higher Secondary Examinations
- **SSLC**, Kerala Board of Public Examination

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## Core Competencies and Skills

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- **Document Control & Compliance Management** – Managing controlled documents, maintaining revision logs, ensuring alignment with organizational and regulatory standards.
- **Office & Site Coordination** – Facilitating seamless operational support, aligning cross-functional teams, and driving day-to-day administrative stability.
- **Vendor & Stakeholder Management** – Coordinating with internal and external stakeholders to expedite workflows, validations, and reporting.
- **Data Management & Record Governance** – Ensuring structured filing, indexing, archiving, and retrieval frameworks for digital and physical records.
- **Reporting & MIS Documentation** – Preparing structured reports, status logs, compliance summaries, and operational dashboards for leadership review.
- **Technical Proficiency** – Microsoft Office Suite, Tally, CCTV Installation & Servicing, Computer Hardware & Maintenance.
- **Operational Logistics Handling** – Overseeing courier operations, travel coordination, scheduling, and supply chain administrative support.
- **Inventory & Asset Monitoring** – Tracking inventory levels, supporting procurement functions, and maintaining updated asset registers.

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## Accomplishment

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- Successfully completed Awareness & Internal Audit Training Session for ISO 9001:2015.

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## Personal Details

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- **Date of Birth:** 19 Nov 1987
- **Driving License:** Saudi Driving License
- **Languages:** English | Malayalam | Hindi | Arabic
- **Iqama Number:** 2618723361 | Expiry: 31/12/2026 | Transferable

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## References

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Available upon request.