

Muhammad Arshad (MBA_HR)

Bidding Coordinator - Administrative Development Specialist

Iqama # 2531503916

Driving License: Yes (valid)

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Objective

I am Proficient in Administrative as well as operational activities for the development of the organization. Expertise including vendors management & communication, procurement team supervision, Technical, Commercial Proposal preparation as per client requirement, Administrative, Documentation, Secretarial, Human Resources with 12+ year's extensive experience in different organization for the development through individual and as team service. Result oriented and committed to strengthening administrative matter with positively and professionally.

Professional Experience & Employment History

1. **Organization: Advanced Concepts for Contracting Co. (ADVACON), Riyadh, KSA** **Bidding Coordinator/Administrator**

Nov 2022 to till date

Duties & Responsibilities:

Working with CEO & Director of Operations as well as Cost Engineers to perform, administrative support, organizational and site projects tasks to ensure professionals, assists all of the resources needed. Also handling the responsibilities i.e. manage multiple or complex calendars for meetings, travel and personal commitments, hotel arrangement along with travelling, preparing, letters, memos, invoices, quotations, comparative reports. The last but not least expert in tendering/bidding documents (Technical Proposal as well as Commercial and BOQs). Below are main core responsibilities regarding Bidding:

- Maintaining and updating of log for RFI, RFQ, LOI, Pre-Qualification for tendering.
- Using ACONEX/ERP/EDMS/SAP ARIBA/SAP SAUDI ELECTRICITY COMPANY software for documentation/processing as well as Etimad Portal for Tendering.
- Preparing list of bidding opportunities to decide which will be joined.
- Prepare technical and commercial proposal as per content list with valid as well as updated legal documentations.
- Managed all administrative responsibilities of all HO departments as well as operational.
- Organize and schedule meetings, appointments, and events.
- Updating and maintaining documents on network sharing folders.
- Travel booking, Hotel booking, visa processing etc.
- Preparation of Invoices and send to clients and follow up.
- Logistics arrangements for site offices (Alula, NEOM, Riyadh, Dammam).
- Receiving quotations from vendors/market and prepare comparative report.
- Prepare BOQ with 100% accurate cost received from vendors/market through quotations along with data sheets.
- Vendors' management and communication with procurement team
- submitted as per required method i.e. Aconex, SAP Ariba and other online portal, Physical hard copy submission.
- New Vendors registration.
- Petty cash management.

- Provide on request hard and soft copy of any documents to the management.
- Maintain inventory of all office equipment's.
- Purchase order preparation. (Generate POs)
- Support to cost engineers/estimators regarding required documents as well getting quotation from vendors for them.
- Collect daily progress report from site and prepared summary
- Support logistics and office operations.
- Preparation of Comparative reports for procurement.
- Using ACONEX/ERP/EDMS/SAP ARIBA/SAP SAUDI ELECTRICITY COMPANY software for Tendering documentation/processing.
- All others tasks given by the senior Management.

2. Organization: CHIP Training & Consulting (Pvt.) Ltd. Islamabad, Pakistan

Project Coordinator

Sept 2015 to Sept 2021

Duties & Responsibilities:

I worked for CTC under its UNICEF project for Polio Eradication Initiative all over Pakistan. Responsibilities and tasks are related to spread awareness through social media (Facebook, Instagram, LinkedIn, Twitter, and website) regarding serious consequences of this disease. Other related duties are as below:

- Coordinate with bidding team regarding preparation of Technical and Commercial proposal.
- Preparing all technical documents i.e. legal documents as per content list (Instructions to bid).
- Recruitment process in the province of Punjab for field staffing.
- Manage time sheet of field staff for payroll.
- Vehicles arrangement for Head office staff to visit field.
- Company vehicles insurance management i.e., insured new vehicle, renewal, claiming etc.
- Arrangement of trainings for field staff in different cities and regions.
- Staff insurance and their billing to the insurance company.
- Staff in/out registration for insurance with insurance focal person.
- Maintain vendor prequalification record and communication/coordination regarding any official procurement.
- Maintain official record in ERP and HRMS system.

3. Organization: Mobilink GSM Islamabad, Pakistan

Customer Care Representative

April 2012 to August 2015

Duties & Responsibilities:

Welcome, guide and manage each walk-in customer when in the role of Floor Greeter as well as deal with customers via telephonically, email, instant message regarding any customer queries. Manage training sessions and handle operational activities over customer care service and sale counters.

4. Organization: Bestway Cement Pvt. Ltd. Islamabad, Pakistan

Internee & Trainee Management

August 2010 to Dec 2011

Duties & Responsibilities:

I worked with in the department to learn all theoretical assignments into practically. I learnt ERP and HRMS system regarding all administration and personnel activities. Other responsibilities

- Manage Health insurance of the staff and coordinate with insurance focal person.
- Staff personal files, leave record management.
- All other responsibilities from Sr. Managers.

Academic Qualification

Education	Year	Institute
MBA	2009	ALLAMA IQBAL OPEN UNIVERSITY ISLAMABAD, PAKISTAN
B. A	2004	BAHAUDDIN ZAKARIYA UNIVERSITY, MULTAN, PAKISTAN
D.Com	2000	PBTE. LAHORE, PAKISTAN
Matriculation	1998	D.G. KHAN BOARD. PAKISTAN

Skills:

Microsoft Office (Word, Excel, Power Point, Outlook), ERP, HRMS, ACONEX, EDMS, SAP Ariba, Etimad Portal, Web browsing, emailing,

Languages:

English, Basic Arabic, Urdu

Personal Information:

Date of Birth: 3rd January 1983
Nationality: Pakistani
Marital Status: Married

REFERENCE:

References & Referees Available on Request.

DECLARATION

I hereby declare that the above acknowledged information is precise to the best of my knowledge and belief. I have not recouped any information that might be reasonably calculated to adversely impact my suitability for employment.

Thanking You,

Muhammad Arshad

Place: Riyadh, Saudi Arabia

Date: 19-Aug-2025