

CURRICULUM VITÆ

Name: Malik Ahsan Riaz Kakra

Location: Riyadh, Saudi Arabia

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Nationality: Pakistani

Iqama: 2560745115 (Transferable)

Professional Summary

Dedicated and detail-oriented Administration & HR Professional with 7+ years of experience in HR operations and administrative support for large-scale construction projects in Saudi Arabia. Skilled in recruitment, employee documentation, payroll management, visa processing, and compliance with Saudi labor regulations. Experienced in coordinating HR workflows between project teams, consultants, contractors, and manpower agencies to ensure seamless project execution.

Core Competencies

- HR & Administrative Support, Recruitment & Onboarding, Visa Processing & Work Permits, Payroll & Attendance Management, Employee Documentation & Compliance, Training & Induction Programs, Grievance Handling & Conflict Resolution, Confidentiality & Data Security, Project HR Coordination & Workforce Planning, Multi-Lingual Communication (English, Arabic, Urdu, Punjabi)

Education

- Bachelor's in information technology – University of Sargodha, Pakistan
- Intermediate in Computer Science – BISE Sargodha, Pakistan
- Secondary School Certificate – BISE Sargodha, Pakistan

Technical Skills

HR & Administration: Recruitment, Visa/Iqama Management, Payroll, Compliance, Employee Records, Grievance Handling

Software:

Oracle, Aconex, Periver, HRMS & Payroll Systems, Microsoft Office, SharePoint & Teams, Adobe Creative Suite, Document Management Systems

Professional Experience

- **Admin Officer – Elite Heart Company, KSA (Present)**
Project: Boulevard Sport | Client: Boulevard | Consultant: WSP
Main Contractor: Al Mabani
- **Admin Officer – AECO Contracting Company, KSA**
Project: STC Data Center | Client: STC | Consultant: EDARAT
Main Contractor: Saudi Business Machines (SBM)
- **Admin Assistant (HR & Overseas Recruitment) – Al Ayuni Limak Contracting Co., KSA**
Project: NEOM Trojena (Time Travel Tunnel, Depot & Vault Excavation)
Client: NEOM | Consultant: Bechtel

Responsibilities: -

- Provide comprehensive administrative and HR support for site and head office operations.
- Prepare and maintain project documentation in coordination with consultants and contractors.
- Monitor and manage attendance, timesheets, and overtime records for site staff.
- Oversee visa processing, iqama renewals, and employee mobilization/demobilization.
- Coordinate employee onboarding, induction, and training sessions.
- Assist management with manpower planning and resource allocation for project phases.
- Handle all document control activities as per company and client standards.
- Prepare letters, memos, and correspondence for management approval.
- Ensure compliance with company policies and Saudi labor regulations.
- Liaise with government portals such as Qiwa, Muqem, GOSI, and Mudad for HR operations.
- Maintain confidentiality of employee and project records.
- Manage logistics arrangements for staff transportation and accommodation.
- Coordinate with WSP and Al Mabani for project administrative requirements.
- Assist in preparing project progress and manpower utilization reports.
- Support payroll department by verifying attendance and overtime data.
- Prepare and maintain HR and administration-related ISO documentation.
- Assist in internal and external audit preparations and compliance reporting.
- Coordinate communication between project team, HR, procurement, and accounts departments.
- Monitor the use of company tools, vehicles, and assets at the site.
- Prepare monthly administrative expense reports and control petty cash disbursement.
- Facilitate grievance handling and employee welfare management.
- Ensure proper housekeeping and office maintenance at site offices.
- Arrange official meetings, prepare minutes, and maintain attendance records.

- Support procurement in material request documentation and delivery follow-ups.
- Update management on employee performance, leave records, and contract renewals.
- Prepare clearance forms, final settlements, and exit documentation.

Additional Information

- **Valid Saudi Driving License**
- **Willing to relocate within KSA or internationally**

Languages

- **English - Fluent**
- **Arabic - Fluent**
- **Urdu - Fluent**
- **Punjabi - Fluent**

Reference Will Be Held on Demand