

MUHAMMAD ABID

Project Support Coordinator

Al Khobar - Saudi Arabia ♦ T: +966 59 0782131 ♦ E: muhammad.abid8791@gmail.com

PROFILE SUMMARY:

Detail-oriented and highly organized Project Support Coordinator with 10 years of experience providing comprehensive administrative and coordination support for complex projects. Excels in meticulous timekeeping administration, maintaining precise employee records, and acting as the primary point of contact for project-related HR inquiries. A proactive problem-solver dedicated to optimizing project workflows and facilitating team success.

CORE COMPETENCIES:

- **PROJECT COORDINATION & ADMINISTRATION:** Provided comprehensive administrative and coordination support for project teams, with a specialized focus on HR functions. Served as the primary point of contact for personnel, clients, and head office.
- **PERSONNEL & TIMEKEEPING MANAGEMENT:** Expertly managed the complete timekeeping cycle, including timesheet processing and leave administration. Handled sensitive personnel documentation from onboarding through final settlements.
- **PROJECT DOCUMENTATION & COMPLIANCE:** Ensured project integrity through meticulous recordkeeping, drafting of communications, and maintaining logs for critical site documentation and personnel files.

QUALIFICATION:

Bachelor of Commerce

University of the Punjab, Lahore - Pakistan

PROFESSIONAL EXPERIENCE:

RAWABI SPECIALIZED CONTRACTING CO., Saudi Arabia

JANUARY 2016 TO PRESENT

RSC provides a wide range of high-quality specialized construction services to public and private sectors in KSA and neighboring Gulf countries.

PROJECT SUPPORT COORDINATOR:

COORDINATE WITH HR DEPARTMENT

- Serve as the primary liaison between the project team and the HR department for staffing, onboarding, and personnel matters.
- Support HR in maintaining up-to-date employee records for project staff, including attendance, leave requests, training, and compliance documentation.
- Assist in coordinating recruitment needs specific to project roles, including scheduling interviews and facilitating orientation for new team members.

TIMEKEEPING AND ATTENDANCE MANAGEMENT

- Oversee and maintain accurate timekeeping records for all project personnel.
- Monitor attendance, leave balances, and work schedules to ensure compliance with company policies and project requirements.
- Prepare and submit regular attendance and timesheet reports to HR and project management.
- Ensure proper documentation and verification of working hours, shift changes, and overtime approvals where applicable.

PROJECT COORDINATION AND COMMUNICATION

- Support the Project Manager in organizing and monitoring day-to-day project activities to ensure smooth operations.
- Facilitate communication and coordination between departments, ensuring that project updates, HR matters, and staffing information are effectively shared.

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- Schedule and document project meetings, distribute minutes, and track follow-up actions related to personnel and scheduling.

DOCUMENTATION AND COMPLIANCE

- Maintain project records, including staff rosters, attendance logs, and HR correspondence.
- Ensure compliance with company policies, labor regulations, and project-specific HR guidelines.
- Assist in audits or reviews related to timekeeping and HR documentation.

ADMINISTRATIVE SUPPORT

- Provide general administrative assistance to the project team, such as maintaining calendars, coordinating logistics for meetings and trainings, and handling correspondence.
- Support HR-led initiatives within the project, such as employee engagement activities, performance evaluations, or training sessions.

ORRANGE WEARS, Pakistan

JULY 2009 - NOVEMBER 2012

Manufacturer & Exporter of Leather & Textile Garments, Sialkot - Pakistan

EXPORT & ACCOUNTS ASSISTANT:

- ♦ Prepared and processed customs clearance documents for export shipments.
- ♦ Compiled and submitted documents for duty drawback refund claims.
- ♦ Managed Letters of Credit (L/C), including preparing L/C opening documents for import shipments and confirming drafts for exports.
- ♦ Processed documentation for temporary import shipments under specific regulatory schemes (e.g., SRO, DTRE).
- ♦ Handled cash disbursements, vault management, and maintained daily financial records.
- ♦ Prepared and processed employee payroll, including salaries, overtime, and bonuses.
- ♦ Liaised with clearing agents, forwarding agents, and commercial banks to ensure smooth shipment logistics.

FORWARD SPORTS, Pakistan

OCTOBER 2003 - JUNE 2009

Manufacturer & Exporter of Soccer Balls, Sialkot - Pakistan

IMPORT & EXPORT ASSISTANT:

- ♦ Prepared and submitted documents for customs clearance.
- ♦ Compiled and processed duty drawback claims to secure company reimbursements.
- ♦ Prepared accurate documentation for the opening of Letters of Credit (L/C) for imports.
- ♦ Managed documentation for temporary import shipments in compliance with SRO regulations.

PERSONAL INFORMATION:

Nationality	Pakistani
Residence Permit	Transferable