

MOHAMED SAFAN ABDUL NAZEER

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Location : Doha Qatar



Application for the Post of Admin Officer , Document Controller, HR Assistant & PRO.

[More than Three years experience]

Career Objective:

Seeking a responsible and challenging position in a growth oriented progressive organization where my knowledge, experience and skills will significantly contribute to the overall success of the organization and provide opportunities for my career growth.

Summary of Qualifications:

- Extensive knowledge of Business Administration.
- Thorough knowledge of the project document handling process.
- High level proficiency in using relevant computer applications like word processing and spreadsheets.
- Extensive knowledge of the standard contract terms.
- Excellent communication and interpersonal skills.
- Proven ability to work under stressful situations efficiently and meet deadlines.
- Ability to work within the different group.

Working Experience:

M.M.Trading & Company, 128,kohila wattha,Angoda.

Post of Admin officer & HR Assistant.

2016.

Galfar Almisnad

Post of Document Controller & PRO

Doha Qatar. 2018

Document Controller Duties and Responsibilities

- Responsible for maintaining & controlling the issue of project technical documents.
- Responsibility for planning, developing and implementing the Document Control Management System.
- Coordinate with site officers for regular documents and follow-up with them maintain company procedure.
- Handling general filing system with sub contract's documents.
- Ensure that all incoming documents / drawings & outgoing documents / drawings are proper maintain.

- Maintain and coordinate staff related documents.
- Follow up each department and ensure all information are accurate and correct with paper information.
- Responsible for releasing the documents for third parties and maintain records accordingly.
- Verifying all information are up to date with Masterfile.
- Maintain, follow up and keep records of engineering documents and drawings with hard copies and electronic files.
- Maintain the status of all record documentation – issue, status and location.
- Record of Drawings , Method Statement , Material Submittals , Sample Submittals , RFIs , RRFIs , NCRs , Contracts, LOIs , Payment Certificates, Documents of Civil , Mechanical , Instrumentation, Electrical, Piping, Structural Documents, Drawings, Specifications, Calculation Sheets and Data Sheets, Progress Reports, Survey Reports, Soil Investigation Reports etc.
- Maintain all project documents: project wise, date wise, subject wise, sender wise with sequence.
- Maintain, record and control the engineering library of relevant procedures, codes & standards, specifications and reference documents, contract documents, within the secure document control area.

HR Administrative Assistant & secretary Responsibilities

- Maintain employee records (soft and hard copies)
- Update HR databases (e.g. new hires, separations, vacation and sick leaves)
- Assist in payroll preparation by providing relevant data, like absences, bonus and leaves
- Prepare paperwork for HR policies and procedures
- Process employees' requests and provide relevant information
- Coordinate HR projects, meetings and training seminars
- Collaborate with the Recruiter to post job ads on careers pages and process incoming resumes
- Manage the department's telephone centre and address queries accordingly
- Prepare reports and presentations for internal communications
- Provide orientations for new employees by sharing on boarding packages and explaining company policies

PRO OFFICER Duties and responsibilities

1. To process all pertinent documents in reference to the criteria of immigration office, ministry of social affairs, ministry of foreign affairs in compliance with the laws and regulations.
2. Prepare and process applications related to work permits, employee visas etc. in social affairs office as well as prepare on-line applications of immigration in compliance with Kuwait laws and regulations.

3. Responsible to complete residence formalities such as medical check up , finger prints, medical insurance for all new employees of Company timely.
4. Coordinate employment / visit visas and health cards issuance.
5. Timely follow-up on residences renewal.
6. Submit weekly updates to Admin Officer on visa status (with visa tracing system).
7. Reminder for Employee Passport renewal.
8. Keep records of personnel for visas, passports, civil id and other important documents.
9. Update & communicate all new laws or rules issued by Government.
10. Keeping up to date with changes in legislation and current affairs.
11. Maintain absolute confidentiality of records.

ACADEMIC QUALIFICATIONS

- **Bachelor of Arts in Eastern University (Special in Arabic language) Sri Lanka. "EUSL" , 2016**
- **High National Diploma in Arabic (Al hamiya Arabic College ,2009)**
- **High National Diploma in English (CNC College 2011)**

- I have successfully completed following courses while on my degree programs period
- Social Harmony .
- Principle of Management .
- Arabic Language .
- Human Resource Development .
- Career Development .
- Re-Search Methodology .
- Gender Knowledge And Aptitude Skills .
- Public Administration .
- Web Development, VB, Java, DBMS, MS Office packages, photo shop.
- English Language (Elementary, Intermediate and Advance Level.

COMPUTER LITERACY & KNOWLEDGE

- Successfully completed Information technology in Eastern University.
- Successfully completed Web Development, VB, Java, DBMS, MS Office packages, photo shop courses while on my degree Programs period.

SKILLS AND COMPETENCIES

- Excellent planning and organizing skills
- Ability to working within divergent, multi- national culture & work environments.
- Capacity and maturity to handle complex tasks.
- Enthusiastic and a quick learner.
- Ability to function independently & also as a team player to deliver ask sunder pressure.
- Willingness and capability to handle challenging assignments.

Personal Information:

Full Name	:	Mohammed safan Abdul Nazeer
Date of Birth	:	26 th of june 1990
Gender	:	Male
Nationality	:	Sri Lankan
Passport	:	N6315786
Religion	:	Muslim
Marital Status	:	Married
Visa Status	:	Transferable with NOC
Driving License	:	srilnkan driving license
Languages Known	:	English, Arabic & tamil

Reference:

Two Non-Related Referees will be given upon request.

I do hereby declare that the all above given particulars are true and accurate to the best of my knowledge.

Thanking you,
Yours truly,

Mohammed Safan.