

Name : Mohammed Abbas Abdul Kader
Post Applied : [HR Admin Assistant / Logistics Equipment Coordinator](#)
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Visa Status : Visit Visa

Objective

To be a leader in execution and interactivity for the purpose of strengthening company deliverables and dramatically affecting an organizations bottom line.

Nationality : Indian
Educational Qualification : MBA (In Human Resource Management Programme)
Modern Institute of Engineering & Management (Raigad)
Languages : English, Hindi, Tamil, Urdu, Marathi, Acquaintance with Arabic
Date of Birth : 22 Feb 1973
Computer Skills : Aconex, POL, Filezilla, skydrive (Software Package), Microsoft Words, Excel, Access, Powerpoint, Binder, DTP, Windows XP
Passport Details : K5264349
Date of Expiry : 16/05/2022
Place of Issue : Dubai

Professional Experience : 13 years in Construction Field as HR admin Assistant /Site Administrator.
7 years in Aviation Field as Document Controller / Secretary / Administrator.

Experience in Qatar : 24 January 2016 – 19 Dec 2017

Position : HR Admin Assistant / Logistics Equipment Coordinator

Project: Leighton Middle East
NOH 3 UTILITIES (ROAD WORK AND PIPE LINE PROJECT)
Company – Al Jabar & Leighton Middle East (JV)
Client – ASHGHAL
Value – QAR – 323,170,826.00

Position : HR Admin Assistant / Logistics Equipment Coordinator

Project: Leighton Middle East
Manateq Road and Infra QEZ 3 (ROAD WORK AND INFRA PROJECT)
Company – Leighton Middle East
Client – MANATEQ
Value – QAR – 665,857,203.00

Experience in Saudi Arabia : 23 Nov 2012 – 14 Oct 2015

Position : HR Admin Assistant / Site Administration

Project: Leighton Middle East
MA 'ADEN BAUXITE MINE (INFRASTRUCTURE & UTILITIES PROJECT)
Company – Dragadosgulf – Leighton (JV)
Client – Worley Parsons / Floor (WPF) (JV)
Consultant – Ma'aden
Value - SAR – 660,000,000 million

Experience in Dubai : 04 Aug 2009 to 31 May 2012

Position : Site Administration

Project: Saadiyat Beach Resort
Company – Murray & Roberts Al-Habtoor (JV)
Client – TDIC / Mirage Mille
Value – USD – 800,000,000 million

Job Description :

- ❖ Allocation of manpower in accordance with the approved manpower schedule and provide proper orientation / guidance to both construction and administrative staff per instruction of the Project Director / Project Manager.
- ❖ Coordinate and update weekly manpower requirements in order to submit accurate / approved and real time information to the HR & Administration Department for on time mobilization of resources.
- ❖ Ensure payroll detail for staff / labour is send on time to wage computation to Payroll Department.
- ❖ Administer employee and labour relations issue at the project site level and escalate matters to Employee Affairs Representative in HR Department as the need arise as per procedure with the objective of promoting a healthy and productive work environment.
- ❖ Assist the Project Director on matter concerning Camp Accommodation, Payroll, Timesheet, issuance of gate pass, request / collection of NOC's contract documents / Drawings, Government permits and approvals and as maybe directed by the Project Director / Project Manager.
- ❖ Administer the Site Orientation and Safety Induction of all manpower deployed on project.
- ❖ Organize the provision of transport service for employees and coordinate with the Plant Department in order to facilitate the on time mobilization and demobilization of the project / site staff, engineers and labour as per work roster.
- ❖ Administer employee and labour request including medical needs and ensure local authorities' obligations are met in order to avoid penalties.
- ❖ Handling Incoming / Outgoing correspondence and drawing maintaining check list.
- ❖ Upload and download documentation / site drawings from POL and sky-drive.

- ❖ Site administration activities like handling monthly manhours and timesheet. Coordination with HR Department for visa issues and keeping record of visa status of all staff and tradesmen.
- ❖ Arrangement of flight ticket and transport / accommodation and hotel booking.
- ❖ Office consumable replenishment and other day to day office work.
- ❖ Health and safety are not negotiable. Does not compromise on ensuring a safe and healthy working environment.
- ❖ Promotes a working environment where employees are challenged, motivated, satisfied and accountable for their work.
- ❖ Arrangement of heavy equipment as per the requirement of LPO (Local Purchase Order) approved by project management.
- ❖ Arranging of safety inspection for equipment (checking valid documents for equipment)
- ❖ Arranging of safety induction for the operators (holding valid license, TPC (Third Party Certificate) valid dates.
- ❖ Distributing of equipment requested by Construction Manager, Project Engineer.
- ❖ Updating timesheet and attendance on daily basis for the operators.
- ❖ Updating breakdown history for equipment to issue timesheet accordingly.
- ❖ Hire and off-hiring of equipment according to the requirement and instruction of management.
- ❖ Coordinating with equipment supplier related to any problems in equipment.
- ❖ Arrangement of transport for working from site to accommodation.
- ❖ Arrangement of pickup for site engineer, project engineers, and for emergency requirement in site.
- ❖ Updating diesel / petrol list on daily basis and presenting to concerned management.
- ❖ Maintaining updated equipment checklist on daily basis.

Experience In Dubai: 6th March 2005 to 15th June 2009

**: Site Administrator / Secretary / Document Controller
AI – Habtoor Engineering (LLC)**

**Project: Dubai Intl' Airport Expansion Terminal 3
Finishes & MEP Works Contract
Company – Murray & Roberts AI-Habtoor Takenaka (JV)
Client - Dubai Civil Aviation
Consultant – Dar Al Handasah
Value - Dhs. 3.59 Billion**

Job Description :

- ❖ Working with Client and Consultant / Direct Reporting to Client Project Director.
- ❖ Assisting Client and Consultants with various office management or maintenance.
- ❖ Management Report – Assisting Project Managers in typing and compiling the monthly Project Management Report.
- ❖ Assisting Project Managers in typing and compiling of Tender Reports.
- ❖ Meeting Minutes – Involves downloading dictation onto PC, audio typing, editing, finalizing and distributing the minutes internally and externally.
- ❖ Managing other documents including Payment Certificates, Variation Orders and various Transmittals.
- ❖ Electronic and paper filing of documents and all referenced items to be filed accordingly and ensure that this filing is maintained and managed through coordination with office assistants.
- ❖ Managing of Audit Trail folder to ensure that all correspondence, minutes and all documentation is updated (Client Audit which is done every 3 months).

- ❖ Supervising workload distribution of the Document Controllers and Receptionist on a daily basis.
- ❖ Fulfill certain PA duties for Directors and Managers including reservation for their hotel accommodation and other project related errands.
- ❖ Manages the petty cash for the Project and Development Managers on site.
- ❖ Main frame of work is done in **ACONEX**
- ❖ Filing of documentation and maintaining records.
- ❖ Following up with Main office document controller with the latest document & drawings.
- ❖ Translating to the employees in the languages that I know and keeping a chain relation with the site workers.
- ❖ Maintaining the standard Document Controlling and filling system. (Log in and log out register arranged daily and job wise.)
- ❖ Sending all transmittals document's via-Aconex System to the correspondence persons.
- ❖ Ensuring at all times that easy accessibility of any document as and when required by client, consultant and, Engineering Manager, Project Manager, Operation Manager, Project Manager.
- ❖ Processing and producing routine documents for on going projects. Checking of email regularly and maintaining log.
- ❖ Keeping track of all correspondence with the various clients, consultants, subcontractors, and suppliers.
- ❖ Chasing to all Sub-contractors Drawing and Materials all Jobs submit to Client and keep in track.
- ❖ Preparing all Job Drawing submittals, Material submittal, Technical submittals to Approved from Consultant and approvals from consultant keep in track.
- ❖ Processing Drawing Register, Material Register and RFI's Register Keep in track.
- ❖ Handling attendance and overtime for Office boys and Cleaner working under me.
- ❖ Updating myself with the activities of the site.
- ❖ Able to work under pressure of deadlines.
- ❖ Raising Record of Change (ROC) for sub-contractors.
- ❖ Handling attendance and overtime for Storekeeper, office boy, cleaner.
- ❖ Updating myself with the activities of the site with the concerned Site Engineers.
- ❖ Translating to the employees in the languages that I know and keeping a chain relation with the site workers.

Experience In Saudi Arabia (Jeddah)

24th April 1997- 12June 2004 : **Secretary / Document Controller**
 Sub Contract Company : El-Khereiji Corporation Ltd.
 Aviation : Saudi Arabian Airlines (Special Flight Services)

Job Description :

- ❖ Mainly responsible for Manager's Memo's, typing and filing office documents.
- ❖ Prepare daily briefing for morning meeting. Updating the flight schedule.
- ❖ Sending fax to National/International vendors.
- ❖ Updating employees file regarding their Vacations, Sick leaves, Training's, and processing the necessary papers/documents for Manager's and Section Manager's.
- ❖ Handling Saudia transaction papers (1045, Warranty claims, Business travel request, transaction for Business Travel request, Passport & Handling request, Tickets for Saudia and other airlines, Visa request, Exit re-entry request, etc.)
- ❖ Making trip report for the Flight mechanic who are flying with VIP'S Acft.

- ❖ Making time cards and monthly schedule for the employees. Preparing necessary paper works for the Flight mechanic to get their checks.

Experience In Bombay

02th June 1995- 27th March 1997 : **Secretary / Data Entry Operator**
Sub-Contract Company : Corporate Data Services
Contract Basis In Bank : Punjab & Sind Bank / Union Bank of India

Extra Curricular Activities

- ❖ Awarded Patrol Leader Certificate By East Bombay Suburban Bharat Scouts & Guides District Association.
- ❖ Awarded Certificate by Government of Maharashtra Drawing Examinations Authority for Outstanding performance.
- ❖ Awarded Certificate by the Pandit Jawaharlal Nehru Centenary Committee for good performance in the Inter School & College Art Contest.

Safety Knowledge

- ❖ First Aid Training
- ❖ Fire Fighter / Fire Warden Training
- ❖ Construction Safety Course (IOSH)

References

- ❖ Available upon request.