

# MOHAMMED SHAREEF



## CONTACT

Dubai

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## OBJECTIVE

Highly motivated individual & ability to work under pressure. Looking out for a professionally challenging job opportunity in a reputable organization to enhance my learnings, knowledge, and skills.

## SKILLS

Effective Communication

Active Listener

Interpersonal Skills

Adaptability

Time Management

## EXPERIENCE

**Administrator** - (Dec 2011 to Feb-2021)

***Orascom Construction Industries-Abu Dhabi, UAE***

**Projects:** Blue Waters Wharf Retail-Dubai Ain - Dubai, Fujairah International Airport Expansion Works-Fujairah, Al Reem Island Development Advance work for Road K to B10 – Abu Dhabi, Al Reem Island Development Road and Utilities-Abu Dhabi.

### **Job Responsibilities**

- Provide assistance in administering employee benefit programs and worker's compensation plans.
- Schedule shifts for drivers to arrange the transportation and ensure correct estimates in transport planning system and support management team to supervise transportation personnel.
- Overseeing and scheduling the day-to-day activities of transportation employees.
- Monitor Driver Vehicle Inspection Reports for any mechanical issues. Coordinate repairs as needed and review the driver logs.
- Ensure correct estimates in transport planning system.
- Assist in Purchase orders and handle expenses and billing cycles, create update and maintain expenses records and other records.
- Provide administrative support for operation team, update administrative systems to make them more efficient and resolve administrative problems.
- Organize and Schedule meetings, appointments, and travel Arrangements for supervisors and managers.

## COMPUTER SKILLS

- MS Office (Word, Excel, PowerPoint)

## LANGUAGES KNOWN

- English
- Hindi
- Tamil
- Arabic
- Malayalam

## EDUCATION

- Higher Secondary
- Diploma in Computers

## PERSONAL DETAILS

Gender : Male  
 Marital Status : Married  
 Date of Birth : 17-10-1985  
 Nationality : Indian  
 Driving License : Valid UAE  
 Joining Period : Immediate  
 Visa Status : Visit Visa

- Manage travel and expense reports for department team members.
- Assist with HR with the processing of new hire employees and the proper documentation of terminations.
- Monitoring Visa and Passport Expiry of employees and advice PRO for their timely renewal
- Updating employee's documents status, coordinating with employees and PR Dept (All type of Visa issuance, Visa renewal, cancellation & Passport renewal).
- Prepare badges, passes, and identification cards, and perform other security-related duties.
- Maintaining of HR records and Updating personal files of employees.
- Manage and update HR databases with different information such as new hires, terminations, sick leaves, warnings, vacation, and days off and Coordinating employee induction and training process.
- Ensure the smooth administration of Human Resources and Safety.
- Provides Payroll information by collecting time and attendance records and assisting the Payroll Preparation.
- Maintains employee information by entering and updating Employment and status-change data.
- Maintain and ensure accuracy of daily workforce Reports and ensure that daily timesheets correlate correctly and Handling the Time Management system.
- Handling all the queries related to the salary payments, settlement for the employees

## EMV Inspection Officer/Logistics Officer

From October 2006 –November 2011

*(Al Jaber LLC- One of the largest business groups in the Middle East specializing in diversified business ventures like Construction, Transportation service, Supply of Heavy Equipment & Cranes, Manufacture of Industrial Filters etc.)*

### Responsibilities

- Receiving all equipment /vehicle from dealers as based on the Purchase Order.
- Authenticate the features of the equipment/vehicle.
- Physically scrutinize the received equipment/vehicle and provide the required information necessary for fleet management system.
- Provide the adequate documents for registration of the vehicles.
- Provide receipt order.
- Coordinating the movements of the vehicles and Drivers inside the fleet.
- Coordinating with the dealers and project managers regarding Equipment requirements.
- Preparing the necessary documentation for purchase and sale of documents and filing it for future reference.
- Inventory verification for quality control.
- Coordinating with different sites for inventory control.
- Making visual records of auction equipment.

- Coordinating and give guidance for the preparation of EMV`s which are assigned for gas plant and oil field projects.
- Maintain a Database for the records and documents for the conversion of EMV.
- Coordinating with the Quality Control Department to improve the quality of equipment's as per the ISO standards.
- Dealing with the movements of around 8,000 EMVs of various categories.

**Administrative and Accounts Assistant**  
**Worked with Info Soft Computer Center, Kerala, India**  
From October 2004 to October 2006

**Responsibilities**

- Booking of Payable invoices
- Booking of Receivable invoices and follow-ups
- Preparing Quotations
- Accounting of petty cash
- Preparation of Day book and Ledger Accounts
- Reporting daily cash position to the Management
- Handling the leave schedule and time sheet of the employees.

**Reference**

Available upon request