



# Mohd. Shahbaz

## Applied for Administrator

### CONTACT



MBZ Abu Dhabi, UAE



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### SKILLS

- Effective Communication
- Customer Service
- MS Office
- Time Management
- Software Proficiency
- Accounting Software Quick Book & Talley Book.
- Management Skills
- Willingness to Learn
- Knowledge of Safety Regulations
- Accountability
- Hazard Identification
- Incident Investigation
- Internet Browsing
- Excellence Interpersonal skills
- Social Media Management
- Good Written, Verbal & listening Skills

### PERSONAL DETAILS

- FATHER NAME M. RAWAYAT
- DATE OF BIRTH 13/06/1992
- PASSPORT NO. RR5144433
- PASSPORT EXP. 09/12/2030
- VISA STATUS EMPLOYMENT
- RELIGION ISLAM
- NATIONALITY PAKISTANI

### **PROFESSIONAL SUMMARY**

Seeking a challenging position that will utilize acquired experience and commitment to excellent and at the same time to part of a company that could further enhance my skills while working in a challenging environment and eventually contribute to the overall welling of the firm.

### **WORK HISTORY IN U.A.E (07 YEARS)**

#### **SITE ADMIN**

02/2023 - Present

**Spectrum Cube Technical Services L.L.C Abu Dhabi, UAE**

**Project: SKMC Development Project – Outpatient Specialty Clinic**

- Updating Daily Manpower & Construction Status Report
- Keep records of Incoming/Outgoing Official letters and update in log
- Updating Logs (Internal Purchase Requisition, Request for Information, Work Inspection Report & Materials Inspection Report)
- Preparing Good Receipt Notes (GRN)
- Preparing Monthly Manual Time Sheet for Staff & Manpower
- Arranging Interview Schedules for Project Manager and Operational Manager.
- Book meetings and schedule Drawing & Document Transmittal
- Handled Petty Cash and managed office stationery and supplies.
- Submit Drawing & Materials Submittals reports to Project Manage & Consultant.
- Managed mail correspondence
- Maintain Records of Company Asset, Tools, LPO's delivery notes Bid Tab.

#### **FM-ADMIN /QHSE**

10/2022 -01/2023

**Orion Venture Facilities Management Services L.L.C Abu Dhabi, UAE**

**Project: Mohammed Bin Rashid Center for Special Education- NECC**

- NECC Help Desk (Handling Incoming Phone Calls & Complaints)
- NECC Petty Cash Handling
- Team Administration & Supports (Cleaning/House Keeping & MEP)
- Works on Quotations about Martials or Machines
- Work on Safety Issues& Prevention Hazards,
- Mails Correspondence
- Follow Up NECC Manifest “General Waste Collectors”
- Job Card Printing and team distribution for work.
- Scanning Documents for reports and records
- Frequent rounds/walks on site for QHSE monitoring.
- Assets Movement Tracker Updating (Internal furniture

## LANGUAGES

**Punjabi, Urdu:** Native language

**English:** B2

Upper intermediate

## EDUCATION

**Bachelor in Commerce (B.com)**

## ACHIEVEMENTS

- Star Performer of the Quarter on FM\_Admin/QHSE received from New England Center for Special Education & Orion Venture Facilities Services LLC Abu Dhabi.
- Got Certificate on First Aid High field (Level 2) from Highfields International.
- Basic Security Training from Dubai Police Academy, Dubai, United Arab Emirates
- Fire Fighting Training from Dubai Police Academy, Dubai, United Arab Emirates.
- DPS license from Dubai Police Academy, Dubai, United Arab Emirates.
- PSBD License from Abu Dhabi, United Arab Emirates.
- Internship in Finance Micro Finance Bank Ltd. Pakistan.
- 3 Months English language course from Chinar College of professional studies.
- 4 Months computer course from brain scope academy Attock city

## SUMMARY OF EXPERTISE

- Ability to perform multiple tasks effectively
- Hard Working
- Leadership
- Team Work
- Work under Pressure

- Shifting from one class to another class)
- Consumable Stocks inventory Checking & updates.
- Updating Disposal plates & Cups tracker
- Updating Ottoman Trackers
- OV-IPR Raising for Consumables Materials – Stocks ordering and inventory records.
- Preparing Summary of NECC Petty Cash & Credit Budget Expense Sheet Reports & Prepared Summary Expenses Sheet
- Updating Manifest General Waste Tracker & Ledger for reports

### **DATA ENCODER /ADMIN**

02/2022 -10/2022

**Medlife /YAS Clinic Group Health Care Center Abu Dhabi, UAE**

**Project: Corona Testing Center & Clinic**

- Entering customer and account data from source documents within time limits
- Checked Insurance data of Patient through Emirates ID
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output
- Handling Bills and keep records.
- Preparing Tags for all receiving materials from store.
- Keep & maintain all records of supplies in section/department wise
- Scan documents and print files, when needed

### **Security Officer\_Conceirge Department**

02/2016 -02/2022

**Group 4 Securer Abu Dhabi, UAE**

**Project: EGA.ADIA. MOE & UAE University**

- Greeting guests/customers
- Manage guest/customer complaints
- Manage incoming/outgoing calls
- Managing mail, luggage and deliveries
- Perform basic administrative / secretarial / reception duties
- Arranging transportation and excursions upon visitor request
- Notifies company personnel of visitor arrival.
- Maintains security and telecommunications system.
- Informs visitors by answering or referring inquiries.
- Directs visitors by maintaining employee and department directories.
- Maintains security by following procedures, monitoring logbook, and issuing visitorbadges.
- Contributes to team effort by accomplishing related results as needed.

### **CONCLUSION & DECLARATION**

I hereby certify that the above-mentioned Statement is correct & true to the best of my knowledge & belief.

Muhammad Shahbaz