

ABDUL AVEZ



E-mail:

armanavez@gmail.com

Mobile

:0503074615,+919959086134

Qualification: B.Tech.
(Electrical Engineer)

Current Position: -HR &
Administration

Technical Skills

- Diploma in AutoCAD
- MS – (office, Excel &PowerPoint)

Personal Details:

Sex : Male
Nationality : Indian
Marital Status: Un- Married
Languages : English, Basic Arabic
Hindi,Urdu.

Passport Details:

Passport No : P392****
Issued at : Hyderabad
Issued date : 18/08/2016
Exp Date : 17/08/2026

Holding U.A.E Driving License:

License No: 424****
Issued at : Dubai.
Exp Date : 13/03/2024

Current Address:

Hyderabad, India

OBJECTIVE:

Dedicated, professional, and highly experienced HR & Administration who has been in the field for nearly 4.5 years. Proficient in a wide variety of engineering soft wares. Excellent communication and time management skills. Reliable and strives to go above and beyond to deliver a project that meets and exceeds expectations of the client

Professional Experience Summary

Al Masar Building Contracting LLC, Dubai, United Arab Emirates

HR & Administration (PRO/CUM Purchaser)- Jun 2019 to Aug 2023

- Managing the human resources department.
- Overseeing the hiring process.
- Ensuring compliance with employment laws.
- Providing employee benefits.
- Managing employee relations.
- Maintaining employee records Qualifications.
- Proficient in Microsoft Office Suite.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team responsibilities.
- Manage the human resources department, including hiring, firing, and training employees.
- Oversee the hiring process, including screening resumes, conducting interviews, and making hiring decisions.
- Ensure compliance with employment laws, such as those related to discrimination and harassment.
- Provide employee benefits, such as health insurance, retirement plans, and paid time off.
- Manage employee relations, including resolving employee conflicts and mediating disputes.
- Maintain employee records, such as personnel files, performance reviews, and training records.
- Manage and monitor the procurement process for construction projects, ensuring timely and cost-effective purchasing of materials and equipment.
- Develop and maintain relationships with suppliers, negotiating contracts and terms to ensure favorable pricing and delivery schedules.
- Collaborate with project managers and engineers to determine project requirements and specifications for procurement.
- Conduct market research to identify potential suppliers and evaluate their capabilities and quality standards.
- Review and analyze bids and proposals from suppliers, Selecting the most suitable vendors based on cost, Quality, and delivery timelines.
- Coordinate with internal stakeholders to ensure that Procurement activities align with project timelines and Requirements.
- Monitor and track the status of orders, resolving any Issues or delays in delivery.
- Stay updated with industry trends and developments, Identifying opportunities for innovation and cost savings.

- Maintain accurate records of procurement activities, Including purchase orders, contracts, and supplier Performance.
- Collaborate with the finance department to manage Budgeting and Cost control for procurement activities.

Declaration:

I hereby declare that the above furnished details are pure to the best of my Knowledge and belief.

Abdul Avez.

Hyderabad, India