

CURRICULUM VITAE

Sohaib Farooq Raja s/o Muhammad Farooq Raja

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OBJECTIVE

A hard working, adaptable and articulate person with over eight years' experience in this role, carrying out Supervising, staff appraisals, HR responsibilities, Accounts and an overall interest in the wellbeing of staff. With an enthusiasm to gain an understanding of any business, happy to study and work in accordance with work-plans, explaining them to staff and ensuring a healthy positive work attitude within a successful and productive team.

FOREIGN - PROFESSIONAL EXPERIENCE

"Operations / Project Coordinator" (Current Job)

XAD Technologies LLC, Dubai, UAE.

Responsibilities:

- Worked with IBM Maximo to manage and track assets across multiple departments, develop and implement preventive maintenance schedules, handle work order and LAR ensuring optimal operational efficiency.
- Prepare daily and monthly performance reports and submit to client as per client requirements.
- Coordinate with all contractors on site to ensure they perform to the required standards and make sure completion on time.
- Providing administrative support, including documents preparation and data entry.
- Prepare duty schedule of staff according to site requirement.
- Prepare petty cash expenses report and verify the actual cost pay through petty cash.
- Staff attendance, Time cards and coordinate with HR regarding staff major issues.
- Raising the request of tools and material according to site requirements.
- Vehicles updated list, time cards and fuel consumption report to finance department.

"Team Leader / Operations Coordinator" (Feb-2017 to Jan - 2020)

Etisalat Facility Management, Dubai, UAE.

Managed Online Software's

➤ **CAFM System.** (Computer-Aided Facilities Management)

➤ **LETO-HRMS** System.

- ❖ Managing 84 schools through CAFM system of Ministry of Education, UAE.
- ❖ Prepare daily job completion reports, and prepare monthly reports as per MOE standards.
- ❖ Preparation of PPM Plan as per contract requirement and handling all complaints as per KPI.
- ❖ Handling all vehicles which are using in site project and Complete timekeeping activities such as: input of sick, absence, annual leave, staff leave resumption and appraisal activity using LETO - ESHRM System
- ❖ Prepare & maintain various HR required documentation, i.e. leave planner, staff clearances, Assessing

manpower requirement and Coordinate with HR for reliever, ensure staff as per contractual agreements.

- ❖ Coordinate & assist the client on monthly reports, office audits, man-hour count, emergency reports, incident reports, invoices & staff induction training
- ❖ Assist in the management of all contractors on site to ensure they perform to the required standards (including inspection of vendors' works)
- ❖ Dealing and negotiation with suppliers regarding materials & making Quotation, Evaluation Sheets and maintaining Customer outstanding reports.
- ❖ Prepare the Work Completion Report for suppliers before preceding the invoice to Finance.
- ❖ Manage Administration tasks such as filling, document control and regular communication with line manager, ensure that the required skills and knowledge to meet the needs of the role are updated and developed, maintaining quality of all staff.
- ❖ Preparing Petty Cash Expenses and Communicate & Coordinate with stores and ensure all the necessary equipment's & machinery are in place for the operations also ensure that physically Inventory must be match with Maximo project store.
- ❖ Assist the HR departments in payroll services by providing attendance information.
- ❖ Liaising with contractors on scheduled works and inspections.

PAKISTAN - PROFESSIONAL EXPERIENCE

"Assistant Manager (Imports)" March 2020 to Jan 2024

Global Crown International, Islamabad. **3 Years.**

"Assistant Admin Officer" Dec 2011 to Nov 2014

A3 Solutions, Security and Civil works contractor Blue Area Islamabad. **3 Years.**

Responsibilities:

- Managing Office, Attendance Management, Conflict Management.
- Using MS office modify documents and maintaining record through proper file system.
- Maintain and distribute staff weekly schedules.
- Research Price, Purchase Office equipment's, stationary and other items.
- Undertake other duties assign such as Banking, Petty Cash.

"Internet Associate" Jan 2010 to June 2011

SEO Horn, Professional SEO Company, Islamabad. **1.5 Years.**

Responsibilities:

- Work for Google.com Better analysis.
- Experience with Google and Bing's services.
- Personalization of internet use and non-standard search results.
- Review and analyze client sites for areas that need to improved, deleted, or revised.

"Accountant" Jan 2009 to Jan 2010

Ministry of Religious Affairs, Directorate of Hajj, Islamabad. **1 Year.**

Responsibilities:

- Prepare, examine, and analyze accounting records.
- Report to management regarding the finances.
- Keep in record of Bank Statement, Cheque's and Online Transfer Money.
- Assist Senior Accountant.
- Ensure that statements and records comply with laws and regulations.

Other Experiences / Internships

- ❖ Done Internship in **"Bank Alfalah I-10 Islamabad"** 2 months.
- ❖ Done Internship in "Taste Cuisine" (PVT) Ltd **HR & Administration Department**, 2 months.
- ❖ Work as **"Data Entry Operator"** in Union Group of Companies. 8 months.

ACADEMIC QUALIFICATION

- ✓ **MBA (3.5yrs, Equal to MS) in Human Resource Management** from National University of Modern Languages Islamabad. 2013
- ✓ **Bachelor in Commerce** from Punjab University Lahore. 2009
- ✓ **Intermediate** from Allama Iqbal Open University, Islamabad. 2006
- ✓ **Secondary School Certificate in Science** from Rawalpindi Board. 2003

OTHER COURSES

- **Microsoft Word, Excel & PowerPoint. In page**, from New Millennium Computer Institute.
- **Computer Operator & Office assistant** from Govt Vocational Training Institute Rawalpindi.
- **File Handling** from Govt Vocational Training Institute Rawalpindi.
- **Graphic Designing** from UCAT Mall Road Saddar, Rawalpindi.
- **English Language** from Air University Islamabad.

COMPUTER PROFICIENCY

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|------------------------------------|--------------------------------------|
| ❖ Installation of Soft wares. | ❖ Microsoft Word, Excel, PowerPoint. |
| ❖ Good skills in Microsoft Office. | ❖ Internet, E-mail, |
| ❖ Solve computer problems. | ❖ Installation of Windows 2000, XP. |
| ❖ Typing Speed 50-55 wpm. | ❖ Computer Hardware Maintenance. |
| ❖ Inpage. | ❖ Windows Operating System |

Driving License

Valid UAE Driving License

Place of Issue: **Dubai**
 License # 3631570
 Light Vehicle No. 03 (Manual)
 Issue Date: **January 2016**

Valid Pakistan Driving License

Place of Issue: **Islamabad**
 License # 387810
 M. Cycle + M. Car/Jeep
 Issue Date: **March 2013**

PERSONAL INFORMATION

Date of Birth: 31st March 1987
Visa Status / Designation
 Employment / Accountant

Nationality: Pakistani
Passport No: AF9599653
Language: English, Urdu & Punjabi

DECLARATION

I hereby inform you that all the statement made above are true the best of my knowledge and belief.



Sohaib Farooq Raja