



RESUME
Of
MOHAMMED RASHED

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Career Objective:

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Career Field:

- Office Administration, HR Officer, Transport/Logistics officer, IT & Telecom Support.

Work Experience:

- **Working as a Transport Co-coordinator cum Sr. Administrator – Technical Dept., in Hamad International Airport under Qatar Airways, Doha, Qatar. From Oct 2016 until Apr 2020.**

Responsibilities: To meet day-to-day administrative needs, coordinate with different divisional heads to understand their requirements and ensure smooth functioning. Leading and motivating the entire transport team and responsible for looking after 160 vehicles which run on a 24 hour basis. On call out of hours and to deal with any urgent matters.

- Coordinate with suppliers to ensure that all contractual issues like replacement vehicles, registration, drivers, new vehicles etc., are being completed in a timely manner.
 - Keeping proper records of vehicle movements, ensure timely service and repairs of vehicles to avoid break downs, keep records of fuel consumption, deployment of right vehicle for right job,
 - New issuing & renewals of Vehicle's Istimara, Airport Gate Pass & Security Pass from MOI & HIA.
 - In charge of the day to day operations of the line transport department
 - Efficiently managing a team of drivers and vehicles.
 - Follow up accident repair with QAS, Doha insurance, QR insurance dept. AAB-Toyota's Insurance, QR AQD/QAMS & HIA INR report, etc.,
 - Delivered vehicles for servicing and picked them up when ready.
 - Provided detailed information to requesting authorities.
 - Completed all necessary paperwork and reports in an accurate and thorough manner.
 - New issuing & renewals of Airport Pass for employees, vendors, contractors, leased drivers etc. from MOI & HIA.
 - Filling All Documents & handling Petty cash. Approve bills in oracle such as fuel, renewal of vehicles, Airside Washing, Istimara & fahes service charges.
 - Coordinate with QAS & AAB breakdown team to remove defective vehicles from Airside at the earliest.
 - Discuss with safety team to avoid future accident & incident in airside.
 - Coordinate with messengers to Schedule drop/pickup Airside documents.
- **Worked as a part time operations officer with Talukder Towers (H112), Chittagong, Bangladesh. From May 2015 to Sep 2016.**

Responsibilities:

- Managed profit & loss by following cash control/security procedures, maintaining inventory, managing labor, and reviewing financial reports.
 - Configure & install WiMAX internet, Digital electric/Gas meter, Wi-Fi Security camera & Satellite dish channels for tenants.
- **Worked as an HR Officer cum PRO (Government Service Officer) with Global Exclusive Management Consultancy. (For various organization) Abu Dhabi, UAE. From April 2013 to Apr 2015.**

Responsibilities:

- Handling employee's visas in both immigration & labor office (New Joiners, renewals, cancellation etc.)
- Carried out all recruitment processes including head-hunting, reaching potential candidates by telephone/email, applicants' resume screening, interviewing applicants, processed background checks, shortlisting, finalizing hiring and closing vacancies
- Issuing, renewals, add location & cancellation of security oil pass (Onshore & offshore) for employees.
- Carried out employee orientations and processed new hire paperwork, ensuring compliance with company requirements on time
- Provide follow up support for all requests i.e. Work visa, Medical, Fingerprints (UAE ID), Residence Permit and Family visas.
- Provide service, support and assistance to new and existing employees on their requirements such are driving license, liquor license, car registrations, accommodation and legal requirements to ensure that PR services are provided as required.
- Organize periodic renewal of Trade / Commercial Licenses, Chamber of Commerce certificate, Ministry of Economy certificate, Immigration card & Labor file.
- Take, submit & collect all necessary documentation in order to organize all Employee official paperwork.

- Update and maintain all employees and their dependents' visas, labor cards, and labor contracts in a timely manner to ensure that company's records are up-to-date in the labor and Immigration Departments.
 - Renew and maintain all company's leases in the UAE before its expiry, which includes offices, company apartments.
 - Arrange processing attestation of employee qualifications, Marriage certificate & birth certificate as required.
 - Created, organized, updated and maintained personnel files and the HR database
 - Maintain confidentiality and security of company and employee documents at all times
- **Worked as an HR Asst. cum IT Support with First Choice Fashions Factory LLC. (Including 13 Branches all over the UAE) ICAD 1, Abu-Dhabi, U.A.E. from Feb 2009 to March 2013.**

Responsibilities:

- Managing human resources and personnel services, to include: organizational structure, job profile of all employees, employment offers, contracts, vacations, working hours tracking etc.
 - Managing medical insurance, hotels, rent a car, travel related services and suppliers
 - Ensure that all employees have the necessary tools and materials to carry out their objectives and perform their roles effectively and efficiently
 - New vehicle registration, fine payment absconding vehicle release.
 - Telecom – issue of new sim card, new connection, international roaming service, disconnection, bill payments,
 - Bank payments.
 - Forwarding confidential documents.
 - Handle critical confidential issues after filter carefully all communications to the Chairman.
 - Garments Designs editing.
 - Clearing Custom Exemption document from Government Sector.
 - Handling the overall office works.
 - Create team engagement and team building programs
 - Desktop & Laptop support in a Windows, Internet & Office Packages.
 - Installs parts, equipment, lines, hardware or software, etc.; troubleshoots and makes adjustments to optimize initial performance.
 - Performs upgrades on systems to ensure longevity.
 - Maintenances of complete data base system physical files and soft copies.
 - Works with vendor support contacts to resolve technical problems with desktop computing equipment and software.
 - Typing company documents.
 - handling Human Resource issues and employee problem resolutions
 - Maintain a clean, professional and safe working environment by inspecting and scheduling maintenance, and ensuring that all office and warehouse equipment is properly accounted for and in safe working condition.
 - Maximized office productivity through proficient use of appropriate software applications
 - Scheduled employee holidays, benchmarked employee salary increases against current standards, performed employee performance evaluations and managed travel and expenses for all office employees
 - Performed EHS inspection of equipment, work area and work method as per ZONESCORP law.
 - Compiled reports on the proceedings for follow-up action and circulation.
 - Managed and directed First Aid and Accident Reporting procedures.
- **Worked as an IT & Telecom Support with Mazrui Suppliers, Contracts & Maintenance LLC. (In various Projects) Abu Dhabi Downtown, Abu-Dhabi, U.A.E. from Oct 2008 to Jan 2009.**
- Conducted routine maintenance of telecommunications closets throughout network
 - Responsible for the installation of cabling systems
 - Supervised and conducted telephone and data moves, adds and changes.
 - Installed and maintained company's computer systems, configure HP, brother, Epson, Lexmark & Xerox printers and update antivirus on all PCs
 - Recommended computer products and applications to improve productivity.

Educational Qualification:

- 12Std. (High School Diploma) from American High School in 2004 from Abu- Dhabi, UAE.
- B.Sc. Computer Engr. from AG International University, Abu-Dhabi, U.A.E. in 2008.
- MBA from MG University Meghalaya, India in 2016

Other Qualifications:

- Health & Safety Management System Awareness Course – Vincotte-UAE –Apr 2010.
- Fire Fighting & Fire Extinguisher Training – Fire Bird-UAE –May 2010.
- Safety Orientation Course – Qatar Airways – Oct 2016.
- Office & Information Security Awareness Course – QR – Jan 2017.
- Airside Safety Awareness Course QR – Feb 2017
- Airport General Security Awareness Training QR- (2019)

Personal Details:

Date of Birth	:	05 th March 1987
Sex	:	Male
Marital Status	:	Married + one child
Nationality	:	Bangladesh
Language Known	:	English, Hindi & Arabic (little)

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