

Adnan Alfatesh

Riyadh, Saudi Arabia (with transferable iqama), Cell-
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PROFILE SUMMARY

Hands on Administration & HR with knack for ensuring that all projects are planned and executed efficiently, Adept at employing diverse building methods to achieve project goals. Specialize in tracking down all issues personnel

CORE COMPETENCIES

Planning and coordination | Problem solving | Customer focused | Team work |
Conflict management | Relationship management | Analytical skills |
Aptitude for technology | Results focused | Professionalism.

PROFESSIONAL EXPERIENCE

LOGISTIC OFFICER- SURBANA JURONG (Dec 2021- Present)

TROJENA-NEOM-TABUK -KSA

- Focal point of communication with host contractor for accommodation -onboarding/offboarding
- Arranging accommodation to SJ executives
- Arranging check in & check out for SJ team
- Organizing the transportations for SJ Team
- Organizing pick up & drop off for the team.
- Monitoring the vehicle movements and drivers
- Monitoring fuel usage.
- Preparing Journey Management plan
- Organizing pass access and issuing NEOM workforce ID cards.
- Attending meeting with client, consultant and scripting MOM.
- Address and resolve any issues and complaints.
- Preparing time sheets and overtime for drivers.
- Arranging travelling and ticketing.
- Ordering office supplies and stationery.
- Custodian of petty cash.

Help Desk/ Camp Administrator (Oct 2019- Nov 2021)

SSU –SATCO –Sharma- NEOM NCV3 – TABUK-KSA

- Receiving and welcoming new comers at the housing –Help desk office
- Issuing NEW ID badge for NEOM employees
- Assigning and arranging accommodation for the employees.
- Handling the employees' leave and attendance sheets.
- Taking care of the office supplies.
- Administering the vehicle and fuel usages.
- Preparing gate pass and Journey management plan
- Sending the occupancy report to the relevant personnel on daily basis
- Supervising the housekeeping, security and recreation of the NCV3 camp.
- Monitor and post daily attendance of staff, including sign-ins & sign-outs.
- Copy, print, scan, sort, and file all support materials required to run the camp. This includes but is not limited to: attendance lists, resident Mail, Incident Reports, Camper Tracking Sheets.
- Responding immediately to complaints raised by resident and make sure they are closed at the earliest
- Track and log attendance count for meal.
- Handle all Location of rooms for new coming workers. Keeping updated records of all

- labors staying in accommodation
- Inspects all camp facilities and reports to relevant personnel.
- Insure each room contains a reasonable number of beds and accommodated with an acceptable number of workers.
- Insure the rooms are furnished with good furniture and sleeping accessories (pillow, blanket and mattress) for every resident.
- Coordinate with HR Department regarding the accommodation requirements for newly arriving associates.
 - Ensure that all new associate are shown around the associate accommodation & the starter pack is been prepared for them prior to their arrival.
 - Ensure the overall maintenance and cleanliness of the associate accommodation is maintained by carrying out regular spot checks.
 - Ensure that accommodation rules are adhered to by all associates.
 - Maintain files on all apartments to include full apartment inventory, maintenance records and loss/damage reports.
 - Ensure that full housing inventories are checked prior to the departure of any associates.
 - Assist in the positing / clearing of notice boards as & when required.
 - Assist in the airport pick up of arriving employee and sending of departing employee.

HR/ Administration COORDINATOR (May 2017 –Sep 2019)

MASCO (NEOM Project –DUBA-TABUK-KSA)

- Performing all administrative /HR tasks
- Carrying out Cultural Awareness for new comers.
- Communicating with shortlisted personnel and arrange accommodation for them.Preparing and updating daily Personnel on Board.
- Supervising the office supplies(stationary, furniture and stocks)
- Handling the exit , rotational, absence and annual leave of the employees.
- Overseeing time keeping and finger print machine. Receiving newly –hired and creating an employment ID Liaising with IT department to create email addresses.
- Preparing the online employment procedures through **Oracle**Making an appraisal for staff during probationary period.
- Streamlining and preparing monthly timesheets for all field staff Taking care of Finger Print Machine and observing the attendancePreparing leave schedule through Oracle.
- Preparing gate passes and Journey management t plan for trucks carrying materials to / from the fieldand sending the forms to field radio room
- Preparing clearance sheets for terminated/resigned personnel
- Coordinating with Immigration coordinator with relation to Renewal Iqama.Coordinating with HR main office for identification certificates
- Preparing demobilization plan
- Preparing weekly HR reports for the Head OfficePrepared biweekly reports for the client.
- Prepared daily reports as per the daily site report data to assess our performancesPrepare responses to correspondence containing routine inquiries
- Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work
- Make travel arrangements for executives and staff. Compile, transcribe, and distribute minutes of meetings.
- Coordinate and direct office services, such as records and budget preparation, personnel, and housekeeping, in order to aid executives
- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, and/or presentation software.
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FNRCO (FIRST NATIONAL COMPANY)-RIYADH -KSA

Accommodation Supervisor from Jan 2016- April 2017

- Supervise daily operation performance of catering contractor in terms of food and catering service, accommodation and office service, and keep improving service performance for Company employees
 - Supervise safety performance during camp operation, conduct site inspection periodically.
 - Making daily employee's report of all employees and send to high management in head office.
 - Follow up the public service (e.g. sanitation, greening, camp facility upgrading) to provide better work and living condition.
 - Supervise the process of camp management works to ensure the implementation is in compliance with the defined policies, guideline and procedure.
 - Well- organized and able to optimize the use of space and equipment while reducing operating costs.
 - Making material request for accommodation and office supplies.
 - Plan and coordinate all installation (Telecommunications, heat, electricity) and refurbishment.
 - Managing and controlling water electric expenses cleaning supplies.
 - Submitting the monthly invoices of water and electric to Finance Departments.
 - Control activates like parking space allocation waste disposal, building security etc.
 - Other responsibilities assigned by the manager.
 - Make inventory yearly of all materials and equipment's in store and office
 - Making timesheet of cleaner and security of maintenance and utility department
 - Daily send mobilization accommodation report send to FNRCO Head Office
 - Receiving any email for coming employees to arrange the room accommodation
 - We prepare room accommodation before arrival of employees in accommodation
 - Check in form Issue to get signature from employees to give them room
 - Report to recruitment department if new employee arrival in accommodation.
 - Make entry in master data excel file
 - Mentor and assist employees
 - Conduct weekly / monthly safety meetings with drivers
 - Update in SAP for new arrival or check out from accommodation.
 - Update date master data excel from SAP Integration
 - Ensure all administrative requirements are completed in a timely manner
 - Arrange the transportation to send him hospital for medical examination.
 - Checking monthly maintenance of lift using in building.
 - Every hours visit to check cleaner work. Give him order if need some maintenance in some area
 - When we received instruction from office for deployment person, we give him order to be ready with baggage for deployment.
 - Solve problem related to all employees in accommodation. If they will complain about any issue in room like, air condition, refrigerator or lights etc.....
 - If any problems between employees like fighting, issue the warning letter and send to Operation.
 - Any one going exit or vacation from accommodation. Arrange the transportation to drop him at airport.
 - Security check his luggage before packing his personal materials
 - We make Security and safety for all employees and care of company Property
 - SAP making entry of all employees in Accommodation. Making all employees check in & out in SAP System. Checking detail in Integrating for all company.

EDUCATION

Higher secondary school education from Alkefah High School 1996

Graduate from Sanaa University – College of Education –Sanaa University- English Studies

CERTIFICATION

College of Edcation –Bachelor degree- Sanaa University-2005

PERSONAL DETAILS

Date of Birth: 01st January 1978

Nationality : Yemeni

Languages Known: English (Excellent), and Arabic (Mother Tongue)

Current Residence: Tabuk-Relocatable

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