



ABDUL QADIR SAFI

ADDRESS

SHARMA, TABUK, KSA

CONTACTS

- ✓ +966-535934107
- ✓ a.qadirsafi@gmail.com

IQAMA NUMBER

- ✓ 2567097866

IQAMA STATUS

- ✓ Transferable
- ✓ Validity up to oct 2025

PROFILE

A capable and results-driven professional with a proven track record in logistics supervision, administrative coordination, and accounting support—bringing together a rare blend of operational insight, organizational efficiency, and financial discipline. Demonstrates hands-on expertise in managing end-to-end logistics processes, including material planning, transport coordination, and vendor communication to ensure seamless project execution. Efficient in administrative functions such as document control, correspondence, scheduling, and office management, while also maintaining strong command over financial tasks including invoicing, petty cash, expense tracking, and monthly reporting. Adept at working in dynamic project environments with competing priorities, ensuring all activities are executed in compliance with company policies, safety protocols, and regulatory standards. Recognized for professionalism, attention to detail, and a collaborative approach that supports smooth operations and contributes to overall project success.

EDUCATION

- ✓ MCS, Information Technology, 2015
Qurtuba University of Science & Technology - Peshawar, Pakistan
- ✓ DIT, Diploma in Information Technology, 2012
Board of Technical Education - Peshawar, Pakistan
- ✓ D.Com, Diploma in Commerce, 2007
Board of Technical Education - Peshawar, Pakistan



WORK EXPERIENCE

Logistic Secretary/Coordinator

PROJECTS PIONEERS Co. KSA

Nov 2022 – Continue



PROJECTS PIONEERS

Roles & Responsibilities:

- ✓ Coordinate the delivery of construction materials, tools, and equipment to project sites in line with construction schedules.
- ✓ Liaise with material suppliers, transport companies, warehouse staff, and site engineers to ensure seamless logistics support.
- ✓ Monitor daily movement of materials to and from construction sites and update delivery trackers accordingly.
- ✓ Assist in developing and updating logistics plans for construction phases, site requirements, and resource availability.
- ✓ Track material inventory at laydown areas, site stores, and central warehouses; raise alerts for shortages or delays.
- ✓ Follow up with vendors on pending material dispatches and expedite critical construction items.
- ✓ Provide logistics support during site mobilization and demobilization, including manpower transportation coordination.
- ✓ Coordinate with site admin and security for issuance of vehicle entry permits, crane mobilization schedules, and delivery approvals.
- ✓ Prepare regular reports on logistics performance, material delivery status, and bottlenecks impacting construction progress.
- ✓ Maintain organized records of all logistics-related documentation in both soft and hard copy formats.
- ✓ Ensure HSE standards are followed during the transport and unloading of construction materials at sites.
- ✓ Communicate effectively between office logistics teams and field/site logistics coordinators.
- ✓ Support emergency material deliveries for urgent site activities to prevent project delays.
- ✓ Coordinate the movement and tracking of construction equipment such as excavators, boom trucks, and generators.

Area Of Expertise

- ✓ Logistics Coordination
- ✓ Material Tracking
- ✓ Delivery Scheduling
- ✓ Transport Management
- ✓ Vendor Communication
- ✓ Inventory Monitoring
- ✓ Document Control
- ✓ Office Administration
- ✓ Staff Coordination
- ✓ Procurement Support
- ✓ Invoice Processing
- ✓ Petty Cash Handling
- ✓ Financial Reporting Support
- ✓ Data Entry Accuracy
- ✓ Record Management
- ✓ ERP System Use
- ✓ Time Management
- ✓ Multi-Tasking Skills
- ✓ Compliance Monitoring
- ✓ Construction Project Support
- ✓ Site Coordination Support
- ✓ Gate Pass Management
- ✓ Equipment Mobilization
- ✓ Material Reconciliation
- ✓ Shipment Documentation
- ✓ Inventory Reordering
- ✓ Staff Timesheet Handling
- ✓ Meeting Arrangements
- ✓ Filing & Archiving
- ✓ Cost Control Support

SOFT SKILLS

- ✓ Able To Respect Deadlines
- ✓ Leadership Skills
- ✓ Teamwork Skills
- ✓ Communication Skills
- ✓ Time Management Skills

IT SKILLS

- ✓ Microsoft Office (Word, Excel,
- ✓ PowerPoint & Outlook)
- ✓ ERP
- ✓ TAMM
- ✓ Absher
- ✓ Gulf Axis (Tracking System)

Assistant Admin Manager

**AFAN Middle East General Contracting
Company - KSA**



Dec 2020 TO Nov 2022

Roles & Responsibilities:

- ✓ File handling and maintaining document records.
- ✓ Collect and manage employee timesheets.
- ✓ Prepare and update salary sheets for payroll.
- ✓ Reconcile financial accounts and assist with reports.
- ✓ Monitor and reorder office supplies and inventory. Schedule meetings, maintain calendars, and assist with administrative tasks.
- ✓ Perform data entry and generate reports.
- ✓ Coordinate with vendors and manage office services. Assist with HR functions, including employee onboarding and recordkeeping.
- ✓ Ensure smooth office operations and handle travel arrangements.
- ✓ Track office expenses and assist with budgeting.
- ✓ Ensure compliance with company policies and procedures.

Accountant/ Admin

PAK Traders LLC, Pakistan

Sep 2019- Oct 2020

Roles & Responsibilities:

- ✓ Maintain and update financial records.
- ✓ Prepare and process invoices, receipts, and payments.
- ✓ Manage accounts payable and receivable.
- ✓ Reconcile bank statements and financial accounts.
- ✓ Prepare monthly, quarterly, and annual financial reports.
- ✓ Handle payroll and ensure accurate salary disbursement.
- ✓ Assist in budgeting and financial forecasting.
- ✓ Ensure compliance with tax regulations and file tax returns.
- ✓ Conduct internal audits to verify financial accuracy.
- ✓ Analyze financial data and provide insights to management.
- ✓ Manage cash flow and monitor company expenses.

General Baking Officer

MCB Bank Ltd, Pakistan



Aug 2016- Aug 2019

Roles & Responsibilities:

- ✓ Assist customers with account openings, closures, and updates.
- ✓ Process deposits, withdrawals, and fund transfers.
- ✓ Manage daily cash transactions and balance the cash drawer.
- ✓ Provide information on banking products and services.
- ✓ Handle loan applications and assist with credit processing.
- ✓ Resolve customer inquiries and complaints promptly.
- ✓ Ensure compliance with banking regulations and policies.
- ✓ Assist in preparing financial reports for internal use.
- ✓ Promote bank products and cross-sell services to clients.
- ✓ Monitor account activities to prevent fraud.
- ✓ Support branch operations and assist with administrative tasks.



Qurtuba University
of Science and Information Technology
Dera Ismail Khan, Khyber Pakhtunkhwa, Pakistan

In recognition of
the successful completion of the course of study
this University has conferred on

ABDUL QADIR S/O ABDUL JABBAR

the degree of
MASTER OF COMPUTER SCIENCE

Given this ninth day of February two thousand and fifteen


Controller of Examinations


Registrar


Vice-Chancellor

Serial No. 04124

Roll No 70433

Khyber Pakhtunkhwa Board of Technical Education



PESHAWAR (PAKISTAN)



DIPLOMA IN INFORMATION TECHNOLOGY

Session 1st Term 2012

This is to certify that

Mr./Miss. ABDUL QADIR

Son/Daughter of ABDUL JABBAR

Registration No. CDI/P/DIT/2ND-11/23623

of CECOS DATA INSTITUTE PESHAWAR

has satisfactorily completed the one year duration Information Technology course titled " Diploma in Information Technology" and passed the Examination held by the Khyber Pakhtunkhwa Board of Technical Education, peshawar, in the month of February 2012

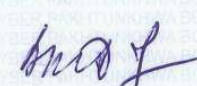
He/She secured 1363 Marks out of 1700 and has been placed in

Grade A+

In recognition thereof, this Diploma In Information Technology is awarded to him/her at Peshawar,

on the 2nd day of May 2013


ASSISTANT SECRETARY


SECRETARY

This Diploma is issued without any alteration or eraser

Serial No. 17278

Roll No. 8821

NWFP BOARD OF TECHNICAL EDUCATION



PESHAWAR (PAKISTAN)

Diploma in Commerce

Year 2007

(Annual / Supplementary)

Certified that Mr. / ~~Mrs~~ ABDUL QADIR

Son / Daughter of Mr. ABDUL JABBAR

Registration No. PCCM/P/AC/05-11537

of PROFESSIONAL COLLEGE OF COMMERCE & MANAGEMENT PESHAWAR

has passed the Diploma in Commerce Examination held by the N.W.F.P. Board of Technical Education, Peshawar, in the month of APRIL, 2007.

He / She secured 804 Marks out of 1400 and has been placed in Grade "C".

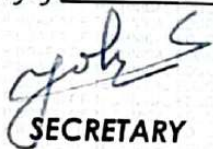
In recognition thereof, this

Diploma in Commerce

(Accounts / ~~Management~~ Group)

is awarded to him / her at Peshawar on the 2ND, day of APRIL, 2008.


ASSISTANT SECRETARY


SECRETARY

This certificate / diploma is issued without any alteration or erasure.



**CECOS
DATA
INSTITUTE - PESHAWAR**
(POST GRADUATE COLLEGE OF COMPUTER SCIENCE
AFFILIATED TO B.T.E. & UNIVERSITY OF PESHAWAR)

No 0000379

**DIPLOMA
AWARDED TO**

Mr/Miss/Mrs ABDUL QADIR S/DW of ABDUL JABBAR

*On Successful Completion of
One Year (1440 Hours)
Computer Course*

*As per the Prescribed Syllabus of
The Board of Technical Education (N-W.F.P.)
In Grade: "A+"*

1ST SEMESTER (6 MONTHS)

2ND SEMESTER (6 MONTHS)

From 18th Oct 2010 To 17th Apr 2011

From 18th Apr 2011 To 17th Oct 2011

1. Introduction to Computers and I.T.
2. (a) MS-Word 2000 (b) MS-Power point 2000
(c) MS-Excel 2000 (d) Internet
(e) Introduction to MS-Acess 2000
3. Data Structure & C Programming
4. Data Communication
5. Introduction to Operating Systems
Windows NT, UNIX and LINUX
6. Financial Accounting

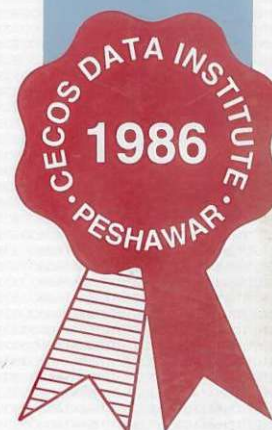
1. Introduction to Database Management System
using ORACLE-DBA
2. System Analysis & Design
3. (a) Introduction to E-Commerce
(b) Programming using C++/J++
4. Microsoft Visual Basic
5. Business Communication
6. Project

*In Recognition Thereof This
Diploma
in Information Technology
is conferred upon her/him at Peshawar
On the 12th Day of Oct 20¹²*

ACADEMIC COUNSELLOR

DIRECTOR/PRINCIPAL

CECOS Data Institute
Peshawar



12/10/12



**CECOS
DATA
INSTITUTE - PESHAWAR**
(CONSTITUENT INSTITUTE OF CECOS UNIVERSITY)

Nº 007726

CERTIFICATE
AWARDED TO

Mr/Miss/Ms ABDUL QADIR S/D/W of ABDUL JABBAR

On Successful Completion of
Three Months Certificate Course in Web Animation and Graphics.

In Grade "A"

From 10th Apr 2012 To 9th Jul 2012

SUBJECTS:

- HTML.
- Front Page 2000.
- Macromedia Dreamweaver MX.
- Macromedia Fireworks MX.
- Macromedia Flash MX.
- Adobe Photoshop.
- Swish & Flax.
- Flash with Action Scripting
- JavaScript.
- ASP/PHP.

In Recognition Thereof This

CERTIFICATE

is conferred upon her/him at Peshawar
on the 18th *Day of* Jul 20¹²

VICE PRINCIPAL

DIRECTOR/PRINCIPAL
Peshawar

18/7/12



COSMOS

INSTITUTE OF COMPUTER SCIENCES
Affiliated with B.T.E, S.D.C Govt. of Pakistan



Reg. No CICS/OA/07-22430

S. No 22765

Certificate

This Certificate is presented to

Mr/Mrs/Miss.....

Abdul Qadir

Son/Daughter of.....

Abdul Jabbar

After Successful completion of the

Office Automation

He/She secured..... **80%** *marks and placed in grade*..... **A**

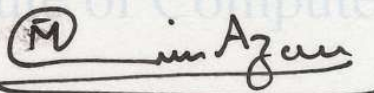
From..... **01-05-2007** *to*..... **31 -07-2007**

COSMOS

Institute Of Computer Sciences

**Affiliated with BTE, SDC. Govt. of
Pakistan, Peshawar.**

Principal





Certificate of Appreciation

This certificate is proudly presented to you in recognition and appreciation of your outstanding performance and unwavering dedication in achieving the successful and safe completion of the NEOM – Gulf of Aqaba, South End of Jaumur (W.O. 100001344-025) Project.

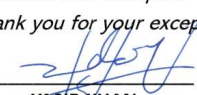
ABDUL QADIR
(Logistic Secretary)

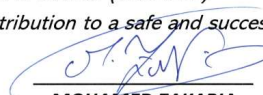
Your commitment to health, safety, and excellence has contributed significantly to the successful delivery of this project, upholding the highest NEOM standards.

Project Completion: 08 MAY 2025

Location: Gulf of Aqaba – South End of Jaumur (W.O. 025)

Thank you for your exceptional contribution to a safe and successful work environment.


YASIR KHAN
HSE Section Head


MOHAMED ZAKARIA
OPERATION Manager


JOHNY AKIK
NEOM REGION - DIRECTOR



CERTIFICATE

— OF ACHIEVEMENT —

This Certificate has been awarded to

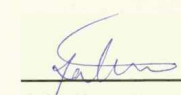
Abdul Qadir

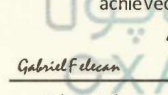
Logistic Secretary

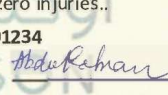
Projects Pioneers Contracting Company

In recognition of their exceptional dedication, expertise, and exemplary work ethic demonstrated throughout the successful completion of the "Construction of the East and West Storm Drains for the HIDC" project, achieved with zero injuries..

4800001234


Saleh Al-Ben Mousa
Senior Project Manager


Gabriel Felecan
Senior Project Manager


Abdulrahman Albluwi
HSE Director


Barry Mclean
Programme Director

Date: February 2025