

HARIS ALI

Project Coordinator / Admin / Document Controller

Iqama Transferable

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Objective	To work in an organization, allows an exposure to competitive working environment & appreciate professionalism and commitment.
Education	• Bachelor of Business Administration (BBA Hons) CGPA-3.58/4 (Sep 2017 - Aug 2021) Government College University Faisalabad, Pakistan
Professional Certification	• Certification for Occupational Safety & Health Academy (OSHA No: 183737-115) Following Courses comprise; ▪ Job Hazard Analysis ▪ Safety Accountability Programs ▪ Introduction to Safety Supervision ▪ Hazard Communication ▪ Confined Space Safety ▪ Personal Protective Equipment ▪ Materials Handling Safety ▪ Managing Safety & Health
Training Courses	• "Introduction to Project Management" from Coursera. • "Supply Chain Software Tools" from Coursera. • "Creating a Budget with Microsoft Excel" from Coursera.
Experience	A resourceful dynamic professional with ~5 years of experience as a Project Coordinator and Admin in Construction Industry and KMPG Plant in Saudi Arabia and Pakistan. <u>Al Suwaidi Industrial Services Co. Al Jubail</u> (Jan 2022 – May 2024) Position: Associate Project Coordinator Project: Maaden Phosphate Company Major responsibilities; ▪ Coordinate between Main Office administration and Project Sites. ▪ Manage resources (manpower, equipment, materials) and ensuring the availability. ▪ Maintain Project correspondence log record. ▪ Organize and facilitating project meetings, and distributing meeting minutes. ▪ Perform administrative functions such as data entry, and documentation filling. ▪ Maintain project documentation, including version control and records management. ▪ Manage office and site administration, including timesheets, and expense claim sheet. ▪ Maintain office supplies inventory and re-stock office supplies as needed. ▪ Petty cash handling and preparation of cash reports for replenishment. ▪ Support PRO for Govt and plant IDs preparation. ▪ Manage day-to-day site work as assigned by Supervisor. ▪ Maintain document control systems in accordance with project requirements & Standard. ▪ Register, track, and archive construction drawings, submittals, RFIs, method statements, material approvals, and other technical documents ▪ Ensure all documentation is accurate, up to date, and properly version-controlled ▪ Distribute documents to internal departments, and site teams as needed. ▪ Prepare document transmittals, logs, and status reports for ongoing project activities. ▪ Prepare and compile the complete Project Dossier or Handover File in accordance with client requirements. ▪ Assist in internal and external audits by providing requested documentation. ▪ Prepare and distribute official project correspondence such as letters and memos to clients and internal team.

	<u>Unilever, Pakistan</u> Position: Office Coordinator (Apr 2020 – Dec 2022) Assistant Accountant (Jun 2024 – Jun 2025) Major responsibilities were; ▪ Check and process delivery orders in the computer system. ▪ Liaison with warehouse and transport team to plan deliveries ▪ Assist in preparing and processing invoices, and expense reimbursements. ▪ Support the month-end closing process, and reconciliations. ▪ Maintain petty cash records and assist in preparing cash flow reports. ▪ Coordinate with the finance team to ensure accurate and timely reporting of financial data. ▪ Liaison with external vendors and internal departments for payment and billing queries. ▪ Ensure compliance with KPMG's corporate policies, branding, and office protocols.
<u>IT Skills</u>	▪ Working experience in Al Suwaidi Software JDE (Admin, Account, HR, Procurement). ▪ Good command in MS Office (Word, Excel, Power Point, Outlook) & other utilities of Windows.
<u>Personal Skills</u>	▪ Ability to collaborate effectively within a team environment. ▪ Excellent written and verbal communication skills. ▪ Skilled in managing the multiple Project sites simultaneously. ▪ Familiar with ID procedures of construction industry. ▪ Capability to identify and resolve Project admin issues.
<u>Personal Info.</u>	Date of Birth: 06-Dec-2000 Marital Status: Single Passport No.: TB1820032 Father Name: Rao Ateeq ur Rehman Languages: English, Urdu Current Location: Saudi Arabia