

# FARAZ V SHAJAHAN

Assistant Project Manager

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## CAREER OBJECTIVE

Accomplished Assistant Project Manager with extensive experience in project planning, budget management, and team leadership. Possesses strong organizational and problem-solving abilities and an in-depth understanding of project management principles. Proven ability to coordinate multi-disciplinary teams in the successful completion of challenging projects. Highly organized Assistant Project Manager offers proven leadership skills with a track record of successfully managing teams and driving projects to completion. Experienced in developing project plans, managing budgets, and performing risk analysis. Possesses excellent communication and problem-solving skills and an ability to effectively manage competing priorities. Detail-oriented professional with experience in records management, Microsoft Office, and customer service. Frequently praised as hard-working by peers, I can be relied upon to help your team achieve its goals.

## EXPERIENCE

### ONBOARDING SPECIALIST – ERAM COMPANY LTD

AL-KHOBAR, DAMMAM, January 2023 - Present

- Coordinated with hiring managers to develop strategies for integrating new employees into their departments quickly and efficiently.
- Utilized strong organizational skills to manage multiple tasks simultaneously while meeting deadlines in a fast-paced environment.
- Developed and implemented onboarding plans for new hires, ensuring a smooth transition into the company.
- Collaborated with HR personnel to identify areas where additional support is needed during onboarding processes.
- Built strong relationships with internal stakeholders such as department heads and supervisors who are responsible for providing ongoing support throughout the entire duration of an employee's tenure at the company.
- Followed up with candidates via phone and email to assist in completing onboarding tasks before given deadlines.
- Monitored employee progress through onboarding programs and provided guidance when needed.
- Implemented best practices across different departments in order to create a unified approach towards employee onboarding.

#### PRE ON-BOARDING PROCESS

- Source candidates and pre - screen them for the interview.
- Prepare Offer Letter as per the client selection and collects documents to apply for employment visa.
- Prepare the employment contract, initiate for COC and MOFA stamping, supporting letter for visa stamping, supporting letter for degree legalization, letter for cultural attestation and prepare the Electronic authorization for the Visa stamping(E - Wakala)
- Assigning the agency for visa stamping and being the focal point for the updates from both client and agencies.
- Provide the temporary and permanent visa and labour card for the employee.
- Coordinate travel details and ensures that the employee joins duty after receiving his visa.

#### POST ON-BOARDING PROCESS

- Ensures timely and efficient medical, visa stamping and labour card processing.
- Account opening in preferred bank.
- Issue salary certificates, NOC's and various other reference documents needed for the employees.
- Cancellation of visas in the Ministry of labour and immigration.
- Exits from the country.

#### **ASSISTANT PROJECT MANAGER – CENTURY BUILDERS**

Ernakulam, Kerala, *September 2020 - December 2022*

- Verified completed work aligned with applicable codes, drawings, and specifications.
- Monitored project progress, identified issues and risks, and proposed solutions.
- Provided administrative and project support to project managers and other team members.
- Assisted in developing project plans, objectives, and deliverables.
- Maintained a database of relevant documents related to the project including change requests, contracts.
- Organized training sessions for new team members on processes related to their roles within the organization.
- Visited job sites to perform work inspections, check progress and resolve project and contract issues.
- Collaborated with technical staff to develop test plans and resolve issues during system integration.
- Facilitated meetings with other contractors, clients, or representatives to coordinate design and construction efforts.
- Developed scopes of work and executed subcontracts and purchase orders.
- Helped with assigned sections to drive and maintain overall project budget.
- Coordinated with external vendors for resource needs and procurement of materials.
- Ensured that tasks were completed according to established guidelines while providing feedback when needed.
- Managed drawings and specifications to use most up-to-date versions throughout project.
- Managed multiple projects simultaneously while adhering to tight deadlines.
- Assisted management and marketing in developing and maintaining strong business relationships.

#### **ASSISTANT RESTAURANT MANAGER – AMMAS CANTEEN**

Salford, Greater Manchester, *March 2019 - May 2020*

- Examined restaurant for conformance to safety and health standards by conducting walkthrough and observing staff and operations.
- Investigated and resolved complaints regarding food quality, service or accommodations.
- Scheduled and directed staff in daily work assignments to maximize productivity.
- Utilized excellent organizational skills to ensure accuracy of all orders, resulting in increased profits.
- Collaborated with kitchen staff to ensure quality and efficiency of food production.
- Verified freshness of food and ingredients by checking for quality, keeping track of old and new items, and rotating stock.
- Resolved customer complaints quickly and professionally while ensuring customer loyalty was maintained.
- Analyzed customer feedback surveys to identify areas for improvement in operations and customer service.
- Organized and implemented special events and functions.
- Created daily reports on sales and inventory levels to monitor financial results and adjust accordingly.
- Provided customers with excellent service and resolved customer complaints.

- Estimated food and supply needs to place orders with distributors.

## **SITE OPERATIONS MANAGER — CENTURY BUILDERS**

, July 2017 - December 2018

- Analyzed data from multiple sources to identify trends and develop appropriate solutions.
- Drafted detailed reports outlining progress made towards achieving corporate goals related to site operations.
- Negotiated contracts with external vendors for services such as cleaning, security, landscaping.
- Trained new personnel on proper use of tools and equipment used at each site.
- Collaborated with internal teams such as marketing, finance, sales, and engineering departments in order to achieve project objectives.
- Monitored daily production schedules to ensure quality control standards were met throughout the process.
- Resolved complex customer inquiries in a timely manner while adhering to company policies and procedures.
- Provided leadership and guidance to site supervisors and staff members in order to ensure high standards of customer service.
- Created strategies to optimize operational efficiency and reduce costs.
- Performed root cause analysis when issues arose in order to quickly resolve them before they became larger problems.

## **EDUCATION**

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### **MASTERS IN PROJECT MANAGEMENT IN CONSTRUCTION**

— **University Of Salford**

Manchester, May 2020

### **BACHELOR OF ENGINEERING IN MECHANICAL ENGINEERING**

— **SCAD COLLEGE OF ENGINEERING AND TECHNOLOGY**

TAMIL NADU, May 2017

### **HIGHER SECONDARY**

— **AISSCE CBSE AL-AMEEN Public School**

Cochin, Kerala, May 2013

### **HIGHER SECONDARY**

— **AISSE CBSE SBOA Public School**

Ernakulam, Kerala, May 2010

### **COMPLETED COURSEWORK TOWARDS POST GRADUATED IN PROJECT MANAGEMENT IN CONSTRUCTION**

## **SKILLS**

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- Auto CAD
- Creativity
- Technical Skills
- Microsoft Excel
- Problem Solving
- Leadership
- C++ ( Advanced programming)
- Microsoft PowerPoint

- Microsoft Word

## LANGUAGES

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- **Arabic**  
Beginner
- **Malayalam**  
Native
- **Hindi**  
Conversational
- **English**  
Fluent
- **Tamil**  
Intermediate

## REFERENCES

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### **SAJU RAVINDRAN – AMMAS CANTEEN**

Managing Partner • EX EMPLOYER

**Phone Number** 447799404849

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### **SAHIL SAMAD – CENTURY BUILDERS**

General Manager • MANAGER

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### **HAREESH KUTTY – ERAM COMPANY LTD**

Onboarding Coordinator • DEPARTMENT HEAD

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