



MAHAMED ASPAK

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SENIOR LEVEL PROFESSIONAL

A multi-faceted professional with expertise in understanding operational & frontline nature of the job and prioritizing various tasks & deliverables as required by customers & management

PROFILE SUMMARY

- **Over 13 years** of comprehensive experience in the arena of:

HR Officer
Operations Supervisor
Operations Coordinator

Assistant Claim
Process Executive
Admin Assistant



- In-depth knowledge of Waste Management Services.
- Produce daily, weekly and monthly reports for Senior Management.
- Attention to detail with excellent monitoring and management skills
- Effective communicator and has the ability to work in a team environment
- Flexible with ability to respond in emergency situations
- Respond effectively in crisis or emergency situations
- Exercise good judgment under stressful circumstances
- Good operational skills and ability to work in a potentially pressurized environment.
- Ability to deal courteously and effectively with customers in a smart, efficient manner.
- Ability to work on own initiative and to be an effective team member.
- Ability to address emergency situations successfully.
- Good communication and observational skills.

ORGANIZATIONAL EXPERIENCE

August 2023 to Till date as HR Officer in **Bahrain Mechanical And Diving Services WLL**



- Implementing HR & Administration policies, procedures, and objectives for the entire company.
- Responsible for the day-to-day management of HR functions which includes – Recruitment, staffing, expatriate leave administration, leave policies & planning, grievance & discipline procedures, adherence local labor laws.
- Developing & implementing policies on issues such as working conditions, performance management, and disciplinary procedures.
- Designing & maintained employee personnel filing system and kept up to date.
- Standardized the joining formalities process of new employees (Welcome circular, Introduction, Emp. Code, ID Cards, Stationary, Bank Account, and Timesheet etc.).
- Preparing & submitting necessary MIS reports to the Department Head/Management.
- Supervise administrative activities related to fiscal management, human resources, procurement and other administrative activities i.e. telephone, IT, electricity, water, fleet management, transportation, Time Office, reception, office boys, employee insurance, air ticketing, house-keeping, security, stationary, canteen management, staff accommodation facilities, employees welfare etc.
- Conducting exit interviews and feedback to the Management.

- Work closely with management and employees on all grievance issues within the company.
- Reviewing & issuing of employment contract agreements (New & Renewals), appointment letter, salary increase, incentives, bonus, terminations, bonus & re-classifications letters etc
- Provision of payroll and pay related functions for all departments including the control of relevant admin procedures.
- Preparation of payroll for all employees and ensuring that complete elimination of salary discrepancies.
- Supervising directs & coordinating to the project administration in all HR & Administration related matters.
- Supervising, controlling and monitoring schedule on Company vehicle & Equipment.
- Developing and implementing employee welfare & disciplinary policies.
- Dealing with the employee final settlements & travel arrangements of employees when they leave.
- Organizing company event programs.
- Liaison with external agencies and government bodies.
- Responsible to oversee and the process of immigration & Government-related documents (Visas/Work permits/Visit Visas, National Identity cards, Driving License etc.).
- Establish a procedure to monitor working extra time on working days/ weekly offs/ paid holidays etc.
- Carry-out any other duties and discuss manpower requirements with department managers based on responsibilities, process, and objectives.

January 2020 to August 2023 as Operations Supervisor in Nidukki Trading Co.

WLL NIDUKKI (نيدوككي) (AA)

Key Result Areas:

Responsible for:

- Lead the team as Operations Supervisor
- To oversee employees' performance, provide guidance, support, identify development needs
- Manage the reciprocal relationship between staff, clients and the organization
- Analyze business requirements and customer needs
- Research methods to improve operations and reduce costs
- Ensure compliance with company policies and regulation
- Ensuring roster daily schedule with arranging vehicles for daily collection
- Arranging drivers on daily basis with checking the sites passes and safety procedure
- Responsible for the daily schedule report to management
- Report to Ops Manager regarding last day activity and day ahead.
- Follow up the daily fleet breakdowns and bins to client with new requirement.
- Site visits with meet with clients solving issues if any
- Checking and inspection of all vehicles on safety purposes

September'2014 to June'2019 as Operations Coordinator in DULSCO Environmental Services

DULSCO

Key Result Areas:

Responsible for:

- Lead the team as Operations Coordinator
- Punching responsibility with taken task for the day ahead
- Ensuring roster daily schedule with arranging vehicles for daily collection
- Arranging drivers on daily basis with checking the sites passes and safety procedure
- Responsible for the daily schedule with manifest report to management
- Arranging daily Ops report to management with new issues and previous resolution report
- Report to Ops Manager regarding last day activity and day ahead.
- Preparing Monthly report to Management.
- Preparing daily updated fleet report to WS manager
- Follow up the daily fleet breakdowns and bins to client with new requirement.
- Site visits with meet with clients solving issues if any
- Checking and inspection of all vehicles on safety purposes
- Operating Bolisaty system for new contract, Manifest updating.
- Preparing Manifest report to client on monthly basis with proper communication with transport team
- Checking Sites with meeting with Sites supervisor and team leaders for proper maintaining work progress.
- Responding Client through EMAIL, Hot line number company provided.
- Checking Sites, Daily time card with trips detail before sending to account dept.
- Responsible for Medical cards, Emirates ID, Sites Access passes, and arranging accordingly on time to avoid any service delay.

September'11 – February'14 with Korean Techno Inspection Middle East, UAE as Admin Assistant



Key Result Areas:

Responsible for:

- Provide general administrative & clerical support including mailing, scanning, faxing and copying to management.
- Manage calendar for Managing Director.
- Schedule and coordinate meetings, appointments and travel arrangements for Managers.
- Prepare, maintain and manage interview schedules and correspondences.
- Provide additional administrative support for the team as requested.
- Assist Office Manager in developing and instituting methods for quality control and accuracy in documents, conference and in database.
- Reviewing and comparing the benefits with the source document.
- Registering our company to qualify new projects from different companies.
- Mentoring new trainees and training them as per the process requirement.
- Resolving the Client requests and queries and tracking the process records.
- Maintain & updating the database and manual filings.
- Preparing Daily Progress Report.
- Deals with the Consultant for the approval of document.
- Open, sort and distribute incoming correspondence.
- Assist in resolving any administrative problems.
- Circulating documents (in/out) to various departments.
- Ensuring confidentiality of all the matters.
- Maintain electronic and hard copy filing system; ensure all documents are archived appropriately.
- Maintain of a good and systematic filing system.
- Submitting monthly reports & creating the Invoice for the month end.

August'10 – September' 11 with Hinduja Global Solutions India, UAE as Assistant Claim Process Executive



Highlights:

Responsible for:

- Building Insurance certificates and benefits, resolving the defects and clarifying process related queries of Team members.
- Creating Xmls for benefit values.
- Using variables and coding to assemble the documents.
- Creating certificates from the source document.
- Formatting the documents as per the standard guidelines, before testing.
- Testing Certificates, which consists of Unit testing and Integration testing and then documents are assembled to merge in a single document.
- Finally converting those documents into PDF format and uploading it to the web to get the Insurance certificates for the end customers.

PREVIOUS EXPERIENCE

June'08 – July'10 Document Controller, Municipality Town, Thirthahalli, Karnataka India

ACADEMIC QUALIFICATIONS

2006 Pre Degree (Karnataka Pre University Board)
2009 B.Com (Kuvempu University) Karnataka, India

Additional Credentials:

- Certification / Diploma in:
 - Certificate in Computer Applications (Software)
 - Certificate in Type Writing
 - Tally 9.2
 - E-WMS
 - Fame
 - Odoo
 - HRMS

International Certifications:

- IOSH Managing Safely

PERSONAL DETAILS

Father Name: Mahamed Saheb
Date of Birth: 09th November 1985
Relationship status: Married
Nationality: Indian
Religion: Islam
Address: Sitra Industrial Area, Bahrain
Languages Known: English, Urdu, Hindi, and Kannada
Available: 1 month notice period

Reference: Will be furnished upon request.



This is a certificate awarded to

Mahamed Aspak

on successfully completing

Managing Safely

a course approved and validated by the

Institution of Occupational Safety and Health

in association with

DulSCO LLC

Signed on behalf of IOSH

A handwritten signature in black ink, appearing to be 'A. ...', written over a horizontal line. Below the line is the text 'Chief Executive'.

Chief Executive

Course Organiser





تطوير للاستشارات والتدريب
Tatweer Consulting & Training



nebosH
Accredited Centre
871

Ref. No. 10412

Certificate of Completion

Course Date: 08-06-2015

Date of Issue: 09-06-2015

Issued ID#: TCT10412

Expiry Date: 07-06-2017

Emp. No: 482257

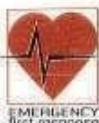
This is to certify that
Mahamed Aspak
Has successfully completed
The assessment/training
“Basic First Aid”

KHURRAM KHALID
Academic Director

Not valid without seal



تطوير للاستشارات والتدريب
Tatweer Consulting & Training



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E-mail: tatweer@tatweergroup.ae
Website: www.tatweercct.com



DULSCO
always a step ahead

BEST EMPLOYEE AWARD



This is to certify that

Mohamed ASPAK

has been selected as a

Best Employee

for the period from 1 sep 2015 *to* 30 sep 2015

Head of Business Unit

Head of Human Resources

Humana Specialty Benefits

Certificate of Completion

is hereby granted to

MAHAMED ASPAK

to certify that he has completed to satisfaction

KMG Certificate Build

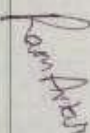
Granted: September 24, 2010



Madhu K S



Nagachandan Vennal



Ram Avtar