

SYED UMAR

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Al Jubail, Saudi Arabia | Nationality: Indian | Visa: Employment Visa (Transferable)

Professional Summary

Versatile HR and Administration professional with over 16+ years of experience in document control, human resource management, leasing operations, and administrative support across major construction, industrial, and engineering firms in the GCC. Proven expertise in recruitment, ERP systems, travel coordination, compliance management, and employee engagement. Adept in handling sensitive documents, optimizing internal operations, and supporting cross-functional teams.

Core Competencies

- HR Operations & Recruitment
- ERP & Document Control Systems
- Travel & Logistics Coordination
- Vendor Registration (SAP Ariba)
- Legal Document Management (Iqama, Visa, etc.)
- Office Administration
- Vehicle & Equipment Management
- Time Sheet & Payroll Support
- Staff On boarding & Offboarding
- Leasing & Tenant Coordination
- Compliance & Quality Documentation

Professional Experience

Admin Coordinator

Operation Efficiency Co. Ltd , Al Jubail, Saudi Arabia

10th July 2025 – Present

- Review incoming/outgoing correspondences and ensure routing to responsible officer, attaching background documents and highlighting areas requiring action; draft replies on general and administrative matters; ensure outgoing correspondence and reports conform to general standards; develop tracking tools to follow up target dates and deadlines while exercising confidentiality, tact and Diplomacy. Professional utilization of business software applications (e.g., word processing, presentation and spreadsheet, Outlook, Lotus Notes) to prepare correspondence, reports, presentations, agendas, minutes, etc.
- Provide guidance to other staff on office procedures and general standards Liaised with travel agents for staff onboarding logistics.
- Maintained up-to-date manpower register.
- Review and verify project documents for completeness, format, and compliance with contract requirements.
- Responsible for the timely, accurate and efficient preparation and management of documents as well as control the numbering, sorting, filing, storing and retrieval of both electronic and hard copy documents produced by technical teams, projects or departments.

Admin & Equipment Coordinator
Exelon Industrial Solutions, Al Jubail, Saudi Arabia
June 2023 – June 2025

- Streamlined recruitment and onboarding processes, reducing time-to-hire by 80% and ensuring smooth integration through enhanced induction programs.
- Overhauled payroll systems, achieving 85% accuracy in salary disbursements and increasing employee satisfaction.
- Coordinated with PRO for renewals of Iqamas, passports, driving licenses.
- Delivered efficient expatriate support, reducing visa processing and welfare service turnaround times by 90%.
- Managed office facilities, security, and employee transportation, reducing operational costs by 70% while maintaining service quality.
- Manage vendor registration process on SAP Ariba (Pre-qualification questionnaire, updated legal documents inclusion etc.,)
- Liaised with travel agents for staff onboarding logistics.
- Oversaw service and tracking of heavy equipment and company vehicles.
- Monitored traffic violations and fuel usage through TAMM and Aldrees portals.
- Managed employee annual leave scheduling and tracking.

Admin cum Leasing Executive
Al Jarwani Group (Sohar China Downtown Mall), Sohar, Oman
Oct 2015 – May 2022

- Managed confidential filing systems (hard and soft copies).
- Conducted weekly meetings and distributed minutes.
- Negotiated rental agreements and ensured financial compliance.
- Advertised properties via social media and trained junior staff.
- Controlled office budgets and expenses.
- Coordinated internal and external events and travel arrangements.

Document Control Specialist
Universal Consulting Engineering LLC, Muscat, Oman
Aug 2013 – Sept 2015

- Prepared tender documents and followed up with government authorities.
- Managed EDMS for timely internal/external documentation turnaround.
- Generated weekly/monthly engineering and vendor document reports.
- Initiated recruitment processes and liaised with HR.

Project Document Controller cum Exec. Secretary
L&T Modular Fabrication Yard LLC, Sohar, Oman
Jan 2012 – July 2013

- Distributed project drawings/documents via EDMS.
- Tracked technical queries and revisions.
- Maintained "Red Mark-Up As-Built" drawings and issued RFIs.

Commissioning Document Controller

ABB LLC, Oman – Vale Pelletizing Plant

Jan 2010 – Dec 2011

- Prepared DFO packages including O&M manuals, alignment reports.
- Handled P&IDs, loop drawings, test packs and turnover documentation

Document Controller

DODSAL Engineering & Construction LLC, Oman

Oct 2007 – Dec 2009

- Managed documentation for ISO 9001 compliance and DCMS (ASSAI).
- Coordinated inspections and document control with contractors.

Project Assistant

Arabian Industries LLC, Sohar, Oman

Sept 2005 – Aug 2007

- Supported Project Manager with resource allocation.
- Arranged travel, meetings, and HSE inductions for new hires.

Document Controller

Al-Hassan Engineering Co. LLC, Oman

Aug 2002 – June 2005

- Managed Quality Documentation and tracked TQ/NCR statuses.
- Distributed and logged documents per project protocols.

Education

MBA in Human Resource & Marketing – 2010

Bachelor of Education (Biological Sciences) – 1998

Bachelor of Science (Botany, Zoology & Chemistry) – 1996

Certifications

- Quality Management System (QMS) Awareness – L&T Zawtika Project

Technical Skills

- ERP & EDMS Systems (ASSAI, DMS, FTP Server)
- MS Office Suite (Excel, PowerPoint, Word)
- Outlook, Lotus Notes

Languages

English, Hindi, Arabic, Urdu, Telugu

Personal Details

Date of Birth: 09-May-1974

Marital Status: Married | **Dependents:** 2

Driving License: Oman (Valid till Jan 2027)

Passport: Valid (India – Till Sept 2029)