



Lawrence Wilson T.

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SUMMARY

Energetic **Office Administrator** with more than 21 years' experience in high level executive support role. Organized and professional. Troubleshooter and problem solver. Dedicated and focused, who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Seeking a role of increased responsibility and authority.

KEY SKILLS

- Office Management, Organisation & Administration
- Documents Management
- Contract Management
- Budget Management
- Facilities Management
- Payroll Management
- Microsoft Office
- Results-Oriented
- Dedicated Team Player
- Human Resources Management
- Inventory Management
- Accounting

WORK EXPERIENCE

Quick Zebra Services, Kingdom of Bahrain as **Office Administrator** from June 2020 till date.

Duties & Responsibilities:

- Currently in King Hamad University Hospital as Administrator in Housekeeping Department. The general overview of duties and responsibilities are as follows:
 - Updating the new staff deployment to the client.
 - Preparing payroll for staff.
 - Provide full HR and administrative support to the team.
 - Managing COVID-19 measure and safety precautions for the staff.
 - Implemented necessary filing system for Oncology Dept. Housekeeping Team.
 - Maintaining personal files of the staff deployed in KHUH

Bahrain Electromechanical Services Co. (W.L.L), Kingdom of Bahrain as **Office Administrator/Document Controller** from November 2010 to March 2020.

Duties & Responsibilities:

- Currently in Bahrain World Trade Center as Office Administrator / Document Controller in Property Maintenance Department. The general overview of duties and responsibilities are as follows:
 - Maintain proper organization and storage of documents and information
 - Responsible for the registration of all project documents and communications / controlled documents and routine filing, registration of drawings/technical data and collation of technical data for updating
 - Implement relevant requirements of Project Quality Plan & associated procedures
 - Preparation of annual budget with detailed data.
 - Coordination with client, sub-contractors and authorities.
 - Assisting Facilities Management Team, with certifying EWA and District Cooling invoices and issuance of tenant utilities invoices.
 - In-Charge of the Landlord Warehouse for the day-to-day consumables and spares in World Trade Center.
 - Inventory Control for the procurement of required spares and consumables.
 - Maintaining the basic accounts related to the property.
 - Budget tracking of the MEP related procurements.
 - Analysis of Annual Expenses and preparing reports for client.

- Coordination with the contractors and suppliers for arranging the quotes & delivery of material and tracking of material.
- Maintaining a tracking facility to enable documents to be updated easily.
- Preparing monthly reports with charts.
- Provide full HR and administrative support to the team.
- Worked in Renaissance Hotel Project in Amwaj Island as a project secretary.
I was handling the below responsibilities till October 2011;
- Handling part of HR and administration/document control related works.
- Maintaining personnel files and passports of the employees below foreman level.
- Flight ticket bookings for employees.
- Maintaining the files and documents.
- Corresponding with the Clients and Sub-Contractors.

Bahrain Electromechanical Services Co. (W.L.L), Kingdom of Bahrain as **Office Administrator/Document Controller** from June 2008 to April 2010

Duties & Responsibilities:

- Maintaining the Helpdesk of Maintenance Works, which is a part of Facilities Management Team of Bahrain World Trade Center.
- Preparing monthly reports and documents.
- Working with CAFM Explorer.
- Maintaining the files and documents.
- Corresponding with the Clients and Sub-Contractors.
- Preparing and managing the documents regarding to the projects.
- Administrative Works.
- Worked in the HR department as an Administrative Assistant till June 2009.

Freelance copywriter for various advertising agencies & organizations from September 2007 to June 2008

KBAS Contracting, Trading & Industrial Co. (L.L.C.), Doha, State of Qatar as **Project Secretary / Document Controller** from October 2006 to August 2007

Worked in the following Projects:

- **GTC 05/242/ED** – Engineering, Procurement and Construction of new roads & extension of existing roads and service corridor grading at Ras Laffan Industrial City.
- **9932W-96** – Qatar Gas II Development Project Camp Facilities – Camp New Access Road at Ras Laffan Industrial City.
- **SC/526/60905** – RL (3) Common Offplot Projects – Camp Facilities at Ras Laffan Industrial City.

Duties & Responsibilities:

- Corresponding with the Government Authorities and Clients.
- Preparing and managing the documents regarding to the projects.

Express Newspapers (Cey) Ltd., Sri Lanka as **Journalist / Reporter** from April 2002 to October 2006

Duties & Responsibilities:

- Covering important events and reporting.
- Reporting Political, Business, Court and Other important events.
- Corresponding with government departments and other media organizations independently.

Adahas PR Media Consultants, Sri Lanka as **Business Promoter** from July 2000 to March 2002

Duties & Responsibilities:

- Making customer payment agreements.
- Preparing day-to-day business activities records.
- Maintaining customer relationship through letters, tele-conversations and visiting.

- Making daily, weekly and monthly reports.
- Maintaining the accounting books.

Saran Creations, Sri Lanka as **Business Promoter / Administrative Assistant** from January 1998 to June 2000

Duties & Responsibilities:

- Corresponding with customers and clients.
- Preparing day-to-day records and documents.
- Maintaining customer relationship through letters, tele-conversations and visiting.
- Preparing daily, weekly and monthly reports.
- Maintaining the accounting books.

EDUCATIONAL QUALIFICATIONS

- **Diploma in Office Management**, in Ideal Academy, Sri Lanka in 2010
- Currently studying, **Diploma in Operations Management**, in Saylor Academy, USA (online course)

PROFESSIONAL COURSE

- Followed a course on **“REVIVING DEVELOPMENT JOURNALISM”** in India, conducted by Commonwealth Press Union.

PERSONAL INFORMATION

Nationality	:	Sri Lankan
Date of Birth	:	08 th January 1978
Marital Status	:	Married
Passport Details	:	PP No.: N5100946
	:	Expiry date: 30.01.2024
Driving License Issued From	:	Bahrain
Driving License Expiry Date	:	11.06.2022

I hereby declare that the particulars given above are true and accurate to the best of my knowledge. I assure to fulfill my duties with your entire gratification, if I were given the opening to serve in your company.

Lawrence Wilson