

SADAF AKHTAR ALI HAKIM ZIAUDDIN

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Nationality : Bahraini



Accomplished professional with successful track record of **6 years in Project Management, Management System Certification, HR & Legal Administration, Corporate Communication**

CAREER ABRIDGEMENT

Project Management

HR & Legal Administration

LMRA Systems, GOSI Online Portal

Budgeting

Vendor Management

System Certification Management

Invoice Management

Liaison & Coordination

Client Relationship Management

Contract Review

Interview Management

- An MBA with extensive knowledge of **Bahrain Labour Law, LMRA Systems, GOSI Online Portal**
- A keen planner and implementer with demonstrated success in end-to-end **project management** and ensuring effective management of various resources to meet project specifications
- Possess the demonstrated expertise in liaising with **several depts.** such as **HR, IT, Legal** for effective project deliverables
- **Managed ISO 9001:2008** Certification of forty clients in Bahrain (*also through Tamkeen Program*), **Saudi Arabia, Qatar, Dubai and Abu Dhabi**
- Team member for audits at **Ministry of Works, Royal University for Women, Al Madar Paper Trading, Hafeera Contracting Company, Gulf University, Computer World, Al Asmak Real Estate Development Co. etc** from among a few.
- Strong leadership traits with **excellent ability to coordinate with different people** at one time under difficult situations and the ability to bring out the best in others while creating a healthy environment, enhancing **operational efficiency and optimizing resource utilization**

CORE COMPETENCIES

MANAGERIAL

- Management System Audit
- Procurement
- Quality Assurance
- Reporting & Documentation

- HR & Legal Administration
- Office Administration
- Employee Engagement
- Performance Evaluation

FUNCTIONAL

- Managed all activities and ensured project deliverables as per plan. Researched and facilitated resolution of project issues in collaboration with top and senior management. Liaison with all departments to ensure smooth functioning of the organization.
- Responsible for making sure that a **company's administration** is running smoothly, particularly with regard to the company's compliance with statutory and regulatory requirements.
- Instrumental in setting up **new procurement & purchasing agreements** with suppliers; pre-qualifying suppliers in line with organization expectations and safeguarding with alternatives in the event of price changes or supply shortages; **raising purchase orders**, overseeing the inventory receiving process; Responsible of obtaining **quality supplies** at competitive pricing in a timely manner.
- Involved in the process of **selecting vendors, establishing payment terms**, strategic

vetting, selection, the **negotiation of contracts** and actual purchasing of goods.

- Skilled in **liaising with all departments** to ensure smooth functioning of the organization.
- Understand project objective, consolidate requirement, analysis, propose & present proposal, coordinate and facilitate to settle-in for decision agreement.
- Experience in protecting **confidential information and analyzing situations** to determine the best outcome while exercising discretion & independent judgment on significant matters.
- High proficiency in providing general administrative assistance and project coordination to the **Executive Leadership Team projects**.

ORGANIZATIONAL EXPERIENCE

Apr'17 to Oct'18: HPD, Bahrain as Project Manager

Key Result Areas:

- Responsible for **costing, estimating and planning of projects**, preparing project initiation documentation and ensuring best value was obtained for the project including supplier base, use of internal & external resources.
- Handled the entire gamut of **Administration** and led the efforts across **planning & budgeting of administration expenses** and worked towards minimizing operational expenses/ costs.
- Interfaced with **all of the departments and work-streams** to acquire supplies & services
- Held accountable for processing **Passport, Visas CPR, Resident Permit Expiry**, etc., managed **Immigration Details** and necessary documents of the employees.
- Processed all paper works related to **Ministry of Labour**; implemented **company policies/ labour laws** and took disciplinary action under standing orders.
- Interviewed local/overseas employee's permanent & temporary in line with **Bahrain Labour Law** policies and procedures.
- Assisting in putting all information into **HRMS**, including new starters information, status of contracts, increment, work visa expiry, CPR expiry, training, education and all other personal information and updated them from time to time.
- Designed and implemented various processes to effectively assist **employee issues** and facilitate functional inter-departmental meetings.
- Prepared and circulated **agendas, action lists and project plans**, promoted **QHSE Compliance** at every opportunity.
- Coordinated with the various agencies viz. **Accounts/Finance/Payable/Collection** while analyzing and reviewing their billings, the taxation compliances, purchase orders, vendor reconciliation, invoices, agreements and other legal documents and ensuring timely payments

Jun'11 to Nov'13: AJA Europe Certification and Inspection Company W.L.L., Bahrain as Systems Certification Manager

Key Result Areas:

- Led & handled **ISO 9001:2008 Certification** of 40 clients in Bahrain (**also through Tamkeen Program**), Saudi Arabia, Qatar, Dubai and Abu Dhabi and various clients for **OHSAS 18001 and EMS 14001** in Bahrain.
- Acted as **Audit Team Member** for several auditing programs in Bahrain, Dubai and Qatar such as **Ministry of Works, Royal University for Women, Golden Trust Training Institute, Al Madar Paper Trading, Hafeera Contracting Company, Sea Star Groups, Gulf University, Computer World, Al Asmak Real Estate Development Co., etc.**
- Liaised with clients & overseas collaboration offices (Italy and UK Offices) for preparing, reviewing & approving various **Systems Certification Documents** such as Questionnaire, Process Work Sheet (PWS), Contract & Proposal, Audit Plan, Audit Itinerary, Audit Reports and Certification Package on **Internal Automated Software AJA Net (portal)**.

Jul'09 to May'11:

Infovision Consultants W.L.L., Bahrain as Assistant Manager

Key Result Areas:

- Reporting directly to **Overseas Collaboration Offices-Certification Director, Regional Certification Manager and Training & Marketing Manager**
- Administered various **Management System Training Programs** such as **IRCA Registered QMS Lead Auditor Training**
- Handled pre & post training administration of documentation, venue/hotel booking, etc.
- Reviewed and verified the invoices payable to overseas collaboration offices (**Italy and UK Offices**) and further followed up for the payments
- Supervised & trained the subordinates to review & further approve their work processes

EDUCATION

- **Masters in International Business** from Aligarh Muslim University, Aligarh, India in 2008
- **BBA (Human Resource Management)** from BR Ambedkar University in 2004

CERTIFICATIONS/ TRAININGS ATTENDED

- **Registered QMS Lead Auditor Certificate** from IRCA
- **Quality Management Systems (QMS) Internal Audit Certificate**
- **ISO 9001:2008 Awareness Training**

IT SKILLS

MS Office Tools: Microsoft Outlook, Word, Excel, PowerPoint, MS Project
Operating Systems: Windows, MS-DOS, Linux, Mac

PERSONAL DETAILS

Date of Birth: 5th August 1983
Languages Known: English, Urdu & Hindi
Driving License: Bahraini Driving License
Marital Status: Married