



IKRAJ NABI

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ABOUT ME

Dedicated and result-oriented professional seeking to contribute my skills in Logistics, Operation, Administration or HR Coordination to progressive organization. Aiming to enhance operational efficiency and contribute to the organization's growth while continuously learning and developing professionally.

WORK EXPERIENCE

Logistic Coordinator (Camp Boss)

Modern Building Leaders (MBL) [06/08/2023 – 15/02/2025]

City: Riyadh | **Country:** Saudi Arabia

1. Manage employee's accommodation and necessary things which are provided by company.
2. Oversaw daily man-days report for food and food supply orders and arranging pack meal lunch to send on site.
3. Making arrangements for disposal of garbage, Savage and drinking water supply.
4. Ensured timely provision of essential camp services and facility maintenance including plumbing, painting, carpentry, cleaning, and electrical faults repairing duties to ensure successful operation and supervising cleaning staff, maintenance team and mess hall staff.

Logistic Coordinator

Arabian Bemco Contracting Company Ltd. [24/02/2017 – 30/09/2022]

City: Riyadh | **Country:** Saudi Arabia

1. Coordinate with vendors and sub-contractors to manage their contracts like Catering Service, Rental vehicles & buses for labor transportation, drinking water supply in camp, Savage and waste material.
2. Maintained inventory reports which are related to logistics and facilities departments and reports of Mobilization and Demobilization.
3. Managed Hotel bookings, transportation for Pick up-drop from airport for all visitors and guests.
4. Prepare Time Sheets for logistic driver and Sub-Contractors (Housekeeping, Security and Transportation)

Assistant Admin

Arabian Bemco Contracting Company Ltd. [17/10/2011 – 23/02/2017]

City: Al-Qassim | **Country:** Saudi Arabia

1. Coordinating HR activities and managing employee documentation on site.
2. Liaising with Payroll, Passport and Ticketing department for smooth operations.
3. Maintained employees Movement report, Vacation report, Daily Manpower report
4. Issuing Assignment Letters & Transfer Letters, Joining report & Return advice for the employees who returned from vacation.
5. Coordination with employee relationship department to solve issues about Iqama Renewal and Exit Re-Entry Visa.
6. Assisted in Payroll & Cost control department to issuing and checking the Time sheets and invoices of sub-Contractor's manpower.
7. Handled administrative correspondence and coordinated with key department.

EDUCATION AND TRAINING

Master in Business Administration

University of Rajasthan Jaipur [01/07/2005 – 30/05/2007]

City: Jaipur | Country: India

Bachelor of Science

University of Bikaner, Bikaner [01/07/2002 – 30/05/2005]

City: Bikaner | Country: India

LANGUAGE SKILLS

Mother tongue(s): Hindi

Other language(s):

English

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

Arabic

LISTENING B1 READING B1 WRITING B1

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

SKILLS

Technical Skills

Microsoft Office / JD EDWARDS / SAP (Finance & Logistics) / EWS / ORACLE HRMS / ACONEX

DECLARATION

I hereby declare that the above-mentioned information is true and correct to the best of my knowledge and belief.

Place :-

Date :-

Signature :-