



# Nayar Mohamed Azmeer

Administration & Logistics Technician

I have been working as an experienced administrator and logistics technician at KFMMC for the past 10 years. I am now looking for an opportunity to apply my decade of experience in a fast-growing startup. I have 5 years of experience as an administrator and 5 years as a logistics technician. I have also worked weekends and overtime to support employees and provide system support for engineering IT staff when needed.

## CONTACT

+971561575506

naazmeer33@gmail.com

Al Garhoud DUBAI United Arab Emirates

04-Jun-1992

## SKILLS

- communication
- Excellent time management
- Outstanding organizational and coordination abilities
- Ability to work in different environments
- Inventory control
- Logistics plans
- Customer service
- Teamwork and interpersonal
- Technology and software
- Proficiency with Microsoft Office products (Excel, Word, PowerPoint)
- Managing databases
- Book keeping
- Strategic Planning

## REFERENCE

**Michale Garry Berces**  
KFMMC (KSA) Dhahran

## EXPERIENCE

**KING FAHAD  
MILITARY MEDICAL  
COMPLEX- KSA  
DHAHRAN**

Oct 2013 - Oct 2023  
(10 Years,0 Months)

Administration & PPM  
Logistics Technician

I have been employed at KFMMC since 2013, working as an Administration & PPM Logistics Technician. In this role, I have assisted the maintenance manager and operation manager in overseeing a team of under 32 sections employees. I have been responsible for handling all documentation, managing approximately 300 employees, assisting engineers, working with contracting companies, and overseeing project management tasks. In managing administrative tasks, coordinating logistics for various projects, and supporting the PPM team in ensuring smooth operations. My responsibilities include organizing meetings, maintaining records, handling correspondence, and overseeing inventory management. I have also been involved in planning and executing events, managing budgets, and liaising with external vendors. I take pride in my attention to detail, strong organizational skills, and ability to multitask effectively. I am committed to delivering high-quality work and contributing to the overall success of the organization.

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## LANGUAGES

- English
- Tamil
- Hindi

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## AWARD

the joint commission international jci has consistently received an award for the past five years with a high success rate of 98.8%

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## EDUCATION

### **BRITISH COLLEGE OF APPLIED STUDIES**

Jan 2011 - Jun 2013

Pearson Higher National  
Diploma In IT System Support

### **BRITISH COLLEGE OF APPLIED STUDIES**

Jan 2010 - Feb 2011

Access Program- Diploma In  
Hardware, English, Microsoft  
office,web Designing

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## PROJECTS

### **RENOVATION**

Given a significant role in supporting contractors and overseeing building renovation projects for both healthcare and non- healthcare sectors, as well as industrial building projects while also serving as a acting project coordinator