



# Haider Zaidi

## Administration Supervisor

As an experienced Administrative Supervisor, I have a demonstrated history of success in the oil and energy industry. With a Bachelor's Degree in Commerce from Chhatrapati Shahu Ji Maharaj University, I possess a strong foundation in business principles that I have applied throughout my career. I am highly skilled in various software applications such as Microsoft Word, Excel, and administrative tasks. With a keen eye for detail, I can efficiently manage multiple tasks while maintaining high standards of quality. My strong communication and organizational skills have helped me to build successful relationships with clients and colleagues alike.

## Contact

### Phone

+919650391292,+919871829357

### Email

haiderz82@gmail.com

### Address

109C Rajender Nagar Ghaziabad

## Education

2010

**Bachelor of Commerce - BCom**

Chhatrapati Shahu Ji Maharaj University

## Expertise

- Leadership
- Office Administration
- Project Coordination
- Organization Skills
- Problem Solving
- Payroll

## Language

English

Hindi

## Experience

### 2015 - Till Date

KENT SNC Lavalin Saudi Arabia

### Administration Supervisor

- As admin supervisor, controlling and managing over all services and processes, organizing & coordinating activities with senior and junior management, different departments & units of Aramco project.
- Managing 500 vehicles for transportation 280 vehicles for sites and managing food for project.
- Managing Accommodation for Western, eastern and Arab employees.
- Managing and leading change to ensure minimum disruption to core activities.
- Planning best allocation and utilization of space and resources of new buildings, and reorganizing current premises.
- Responsible for Evaluation, development and recommending office procedures and practices to senior management. Ensuring that approved office policies and procedure are adhered at all levels.
- Diligently Managing, coordinating and facilitating International Client Aramco PMT for all project related requirements.
- Calculating and comparing costs for required goods or services to achieve maximum value for money.
- Directing essential central services such as reception, security, maintenance, mail, archiving, cleaning, waste disposal and recycling.

### 2011 - 2015

Vinecrafts India Pvt. Ltd

### Administration Manager

- Provided administrative support to the senior management as required with word processing,
- presentations, emails, website upgradation, organizing meetings, monitoring, compiling reports and other correspondence.
- Organize And Coordinate all important arrangements for Senior Managements Visit.
- Preparation of all sorts of paper and files and Updating them Time To Time.
- Handling ERP related work like recipe feeding & updation, uploading and maintaining products management, vendor master & all operation related reports.
- Responsible for leave & attendance management, regularity of employees in the organization and recommend personnel action.

## Reference

### Sherya Mehra

HR Manager

Phone: +919871300922