

CURRICULUM VITAE

Name: Abdul Quadir

Umm Ghuwailina, Doha, Qatar

Contact Number: +974-70057044

Email: abdulquadir2120@gmail.com

Visa Status: Valid QID and NOC with Transferable Visa

Driving License: Yes, Valid Qatari License



OBJECTIVES

Seeking career in HR, Operation and Office Administration with a progressive organization which will utilize my skills and contribute to the development of the organization.

SUMMARY

Dynamic and result oriented professional with 7+ years of experiences in operation, office administration, supervising and coordinating.

EXPERIENCE

Senior Administrative Officer

September 2022 – July 2025

Al Zain Jewellery (Doha, Qatar)

Roles and Responsibilities:

- Manage and coordinate internal and external communication including handling calls and emails.
- Coordinate with regional branches and corresponding to Head Office, Bahrain for smooth operation and administration.
- Support Branch Manager and department heads in terms of planning, coordinating and decision making.
- Handling customs related works, import and export duty, employee's query, customer's queries and feedback.
- Prepare recruitment lists and job postings, schedule applicants for hiring process.
- Providing detail information to new employees regarding company's policies and benefits.
- Maintain employee file with information of vacation, ticketing, tracking employee passport and ID renewal.
- Maintain petty cash, daily cash, receive and transfer shipment.
- Post sales in ERP/D365, check price list, make purchase order and quotation.
- Prepare weekly and monthly MIS report.
- Prepare daily sales report, monthly sales report and monitor stock check.

Senior Administrative Officer

May 2017 – January 2022

Texas College of Management and IT (Kathmandu, Nepal)

Roles and Responsibilities:

- Manage and oversee daily operations, including planning and coordinating with various departments.
- Actively involved in policy making such as dress code policy, time attendance, performance evaluation, ensure accuracy and completeness.
- Independently manage Lincoln University College (LUC) correspondence regarding university affairs to Nepal office and directly to the university, Malaysia.
- To assist in the maintenance and delivery of policies and procedures in the areas of human resources.
- Manage and coordinate internal and external communication including handling calls and emails.

- Responsible for supporting the Chief Administrative Officer and department heads in terms of documentation, follow-ups and task coordination.
- Plan, direct, coordinate, organize and prioritize task in order to meet deadlines.
- Attend and participate in professional group meetings, prepare meeting agenda and arrange meetings.
- Provide administration support to the management and other departments.
- Maintain confidential documents, soft and hard copy.
- Handle and maintain the employee's file.
- Arrangement of office events and functions.
- Supervision of CCTV cameras and access controls.

CERTIFICATION/PARTICIPATION

- Participated in Apple and PHP training provided by AIMS College, Bangalore, India.
- Participated in Global Cyber Security Summit 2018, held at Radisson Hotel, Kathmandu, Nepal.
- Participated the workshop on "Language Skills and Critical Thinking for Managers" organized by LCCI Nepal.

EDUCATION

- **2020:** Master of Business Administration (MBA) from Lincoln University College, Malaysia.
- **2017:** Bachelor in Computer Application (BCA) from Bangalore University, Bangalore, India.

COMPUTER SKILLS

- **MS Office:** Word, Excel, PowerPoint, Outlook, MS Teams.
- **Hardware Skills:** System Administration, Network Configuration, Software Installation, Security, Windows.
- **Others:** POS, D365, Dynamics, ERP system, Tally, WAN/LAN, EHRM.

SOFT SKILLS

- Communication and management skills.
- Punctuality and dedication towards work.
- Decision making and problem solving.
- Honest and hardworking.
- Creative and strategic planner.

PROFILE

- **Date of Birth:** 25/11/1996 A.D
- **Languages Known:** English, Hindi, Urdu, Nepali & Arabic.
- **Nationality:** Nepalese
- **Marital Status:** Married
- **Passport Details:** 10647720, Expiry: 21 November 2027.

DECLARATION

I hereby declare that all the information provided above is true to the best of my knowledge and understanding.