

**SYED SIDDIQ ALI**  
Hor Al Anz, Dubai, U.A.E  
Visa Type: Visit  
Visa Validity: 22.04.2020  
Ph: +971  
Email: syedsiddiqali12@gmail.com



To achieve a responsible position, that gives me scope to apply my knowledge and skills in the advanced technologies and be a part of a team that dynamically work towards success and growth of the organization.

### AREAS OF EXPERTISE

- Payroll preparation and employees benefits
- Passport/ Work permit renewal & keeping record
- Leave/Final settlement of employees
- Correspondence & Filing
- Managing the Meetings
- Transportation arrangements
- Data Entry, timesheets of employees
- Reporting & Documentation
- Managing the Camp facilities

### PROFESSIONAL EXPERIENCE

**DECCAN PHARMACEUTICALS PVT.LTD.**  
Hyderabad, India.

**JULY 2017 -NOVEMBER 2019.**

#### **ADMINISTRATION OFFICER**

- Maintained company records and policies.
- Scrutinized working personnel activities and saw to it that they work efficiently.
- Managed deals and services with clients and handled reports of the deals.
- Recruited staff for the company.
- Organizing task and duties for the staff.
- Monitoring company's vehicle usage.
- Assigning duty for drivers.
- Arranging shuttled buses.
- Managing office supplies.
- Monitor hygiene environment work place.
- Renew license of company vehicle.
- Coordinate in travel booking.
- Coordinate with the staff members from different departments.
- Maintaining the office files.
- Implementing, recommending and training the staff.
- Preparing reports and presentations.
- Handling international and domestic visitors.

- Arranging Hotels and accommodation.
- Arranging quotation from suppliers.

### **Administration Officer**

- Preparation of Payroll of employees; procedure includes: follow up the section heads for the timesheet and timely updating into the system and calculation of overtime.
- Responsible for full spectrum of HR department.
- Responsible for preparation of Leave settlement of employees
- Responsible for transportation arrangement domestic and international employees.
- Responsible for food and accommodation of employees
- Responsible for correspondence with various suppliers and quotation.
- Responsible for passport and work permit renewal on time.
- Responsible for opening of bank account of employees and correspondence with the bank.
- Responsible for arranging the meetings of managing staff.

**SAUDI ARCHIRODON LTD., K.S.A**

**March 2011 - 31 May 2017**

### **ADMINISTRATION Officer:**

- Maintained company records and policies.
- Scrutinized working personnel activities and saw to it that they work efficiently.
- Supervised various projects and handled reports.
- Managed deals and services with clients and handled reports of the deals.
- Recruited staff for the company.
- Organizing task and duties for the staff.
- Monitoring company's vehicle usage.
- Assigning duty for drivers.
- Arranging shuttled buses.
- Managing office supplies.
- Monitor hygiene environment work place.
- Renew license of company vehicle.
- Coordinate in travel booking.
- Coordinate with the staff members from different departments.
- Maintaining the office files.
- Handling any repairs work related to office equipment.
- Implementing, recommending and training the staff.
- Preparing reports and presentations.
- Handling international and domestic visitors.
- Arranging Hotels and accommodation.
- Arranging quotation from suppliers.

## **HR OFFICER**

- Preparation of Payroll of employees; procedure includes: follow up the section heads for the timesheet and timely updating into the system and calculation of overtime.
- Responsible for full spectrum of HR department.
- Responsible for preparation of Leave settlement of employees
- Responsible for transportation arrangement domestic and international employees.
- Responsible for food and accommodation of employees
- Responsible for correspondence with various suppliers and quotation.
- Responsible for passport and work permit renewal on time.
- Responsible for opening of bank account of employees and correspondence with the bank.
- Responsible for arranging the meetings of managing staff.

**VISKAAN AVIATION PVT. LTD.**

**JUL 2007 – FEB 2011**

**Hyderabad, India.**

## **TRAFFIC CONTROLLER**

- Responsible for Ground & Baggage handling
- Responsible for A/ticketing & customers service
- Responsible for Custom clearance
- Responsible for cash handling
- Responsible for billing.

**GARUDA GROUND HANDLING AGENCY PVT. LTD.**

**MARCH 2006- JUNE 2007**

**Hyderabad, India.**

## **COMMERCIAL STAFF**

- Responsible for Ground & Baggage handling
- Responsible for A/ticketing & customers service
- Responsible for Custom clearance
- Responsible for cash handling
- Responsible for billing.

## **Education**

B.Com with specialization in accounting from Osmania University, Hyderabad in Year 2004

## **COMPUTER SKILLS**

Microsoft Word, Excel, Power Point, Access, AHRIS, Outlook Express & Windows.

## PERSONAL PROFILE

Date of Birth : 06/03/1984  
Languages Known : English, Hindi and Urdu,Arabic  
Nationality : Indian  
Marriage Status : Married  
Passport No. : M 1399999  
Date of Expiry : 11 / 10 / 2024  
Visa Type : Visit  
Visa validity : 22.04.2020