

TO,

The HR Department.  
**COVERING LETTER.**

*TOTAL EXPERIENCE IN:*

**ADMIN, HR, SECURITY, OPERATIONS, FACILITIES / CAMP  
MANAGER,  
SOFT SERVICES, CATERING, HOSPITALITY MANAGEMENT, SITE  
ADMINISTRATOR,  
MAINTENANCE, ACCOMMODATIONS/ HOSPITAL ADMINISTRATOR.**

**EXPERIENCE: MORE THAN 23 YEARS,** Academic Quantification: Masters, M.B.A.

**Detail of Experience:**

**Currently Working as Hospital Administrator, 12.11.2018 To Date.**

**EXPERIENCED: MORE THAN 20 YEARS, As Camps Admin/Facilities, Manager  
More Than (18), Years Work Experience . at PAKISTAN & SAUDI ARABIA.**

**Camp / Facilities Manager at JUBAIL SAUDI ARABIA. Work with Royal  
Commission & Saudi ARAMCO.**

**Camp Under Supervision Are: Camp Jubail, Royal Commission Camp, AL-  
Sarrar Camp, Saudi ARAMCO Project , Camp ABQAIQ, Saudi Arabia.**

***Pakistan: Experience***

**Location As CAMP BOSS, Labour CAMPS ADMIN / FACILITIES MANAGER  
Worked.** Facilities Manager at CPF Mol, Pakistan, British petroleum (BP), Pakistan  
Badan , ENI Pakistan Bhit Shah Sindh. OMV Savan Gas field Sindh. Schlumberger, (Guest  
Houses), sukkar. PAKISTAN.

**Experience (03) Years, AS ADMIN & CUSTOMER RELATIONS MANAGER,  
FOLLOWING RETAIL OUT LETS.**

**(UNITED, UNITED KING SHOP OUTLETS, SUPER STORES, CASH & CARY, KARACHI  
BHADURABAD, Karimabad Karachi, Gulshan-e-igbal Karachi.**

**Community Services:** Two Years as General Secretary Health Management  
Committee, (HMC) UC, Pairan, of my Home Town With a Project Funded BY US AID, NGO PRIDE  
Int & Health Net TPO. At earth Quack Effected Area Distract Mansehra, Village Pairan  
Khairabad, Pakistan. Obtained COVISHIELD VACCINE 1st & 2nd dose. (11-05-2021).

# CV



**HADER ZAMAN**

**S/O: MOOSA KHAN**

**Cell No: 0092-300-7009109.**

**Current Working As** Hospital Administrator.

E-mail: [haiderpk33@gmail.com](mailto:haiderpk33@gmail.com) .

NIC no: 42401-9093883-1

D.O.B. 29<sup>TH</sup> Mer. 1977

RELIGION: ISLAM / NATIONALITY: PAKISTANI / **Passport# BT5208832**

Address: **Village Pairan District Mansehra, Khyber Pakhtunkhwa (Province) KPK, Pakistan .**

**CAREER OBJECTIVE:**

To build & manage state of the art solution in administration policies & to become an active part of the organization, looking for challenging, creative & respectable job so that I can utilize my skills & enhance them to become & ace of my field. A contribute towards the growth and development of an organization provides learning and competing opportunities as well as career z growth.

**ACADEMICS:**

- 1. Masters, M.B.A, from Virtual University of PAKISTAN.**
- 2. Bachelor, B.C.S, Hamdard University, PAKISTAN.**
- 3. English language Course from Pakistan American cultural center, KARACHI.**

**COURSES DIPLOMA / CERTIFICATE:**

- 1. Diploma in Health Care & Hospital Management.**
- 2. Diploma in Hotel Management From (Skill Development Council Gov of PAKISTAN).**
- 3. Three months Certificate of DATA ENTRY OPERATOR, in year 2001, By Ministry of science and information Technology GOV, OF PAKAISTAN.**
- 4. Certificates of internet operating, MS, Office 1999.**
- 5. HASSP level 3 & 4 from RSPH.**

## **As, HOSPITAL ADMINISTRATOR. FROM, 12.11.2018. TO DATE.**

### **DUTIES AND RESPONSIBILITIES.**

As Hospital Administrator responsible for organizing and overseeing the health services, Security, Maintenance, Catering, Facilities Management and daily activities of a hospital & Clinics facility. Manage staff and budgets, communicate between departments, and ensure adequate patient care amongst other duties.

- Serve as a liaison among governing boards, medical staff, and department managers.
- Organize, control, and coordinate services as per the hospital board regulations.
- Perform all duties within HIPAA regulations.
- Oversee the development and implementation of programs and policies for patient services, quality assurance, public relations, and department activities.
- Evaluate personnel and prepare daily reports.
- Assist with recruitment, consenting, screening, and enrolment of personnel.
- Practice financial acumen in managing budgets.
- Authorize admissions/treatment as per agreed protocols.
- Ensure that stock levels are adequate and orders are made on time.
- Communicate medical results to patients under clinical supervision.
- Sterilize instruments in accordance with OSHA requirements.
- Complete timely and accurate documentation of patient visits
- Good knowledge of medical terminology, HIPAA regulations, ICD, and CPT coding (highly advantageous).
- Critical thinker with strong conceptual and problem-solving skills.
- Great attention to detail with the ability to multi-task.
- Superb organizational, administrative, and planning skills.
- Ability to work under pressure and react effectively to emergency situations.
- Ability to work independently and as part of a team.
- Excellent documentation, communication, and IT skills.
- Passionate about clinical excellence.

### **As/Manager Admin & Security.**

**Responsibilities:** With WGL, ISB Pakistan From 15-09-2015 To 10-11-2018.

Supports operations by supervising staff; planning, organizing, and implementing administrative systems. Achieves financial objectives by anticipating requirements; submitting information for budget preparation; scheduling expenditures; monitoring costs; analyzing variances. responsible for all administrative Issue Such as Time Office Managements, Vehicles fleet Management, Inventory Store, Camp/Facilities Security, Accommodations Arrangements, Catering, Interacts at all levels of staff/organization. Guest House Management, Correspondences Daily Reports Sending to Head Office Karachi & Director Admin, Manages & Look after, Kitchen Staff, Labor Mess ,HR Issues, Camp/Facilities Maintenance. Responsible to ensure immaculate cleanliness and housekeeping of all the residences at all times, with particular emphasis on their maintenance. Maintain Camp / Facilities Under HSE/HACCP. Interacts with Local Govt Authorities, Connected with Police, Local Administration. Deal with disciplinary Issue of Staff, Solving Critical Issues

Responsible to coordinate for handling all of the guests/VIPs and other Company guests, extending due protocol to them, making boarding and lodging arrangements for them and taking all the necessary measures . Responsible for managing and coordinating all visits to Camp/Facilities, Responsible for collection and coordination of company data and presentation. Building and sharing knowledge Provides guidance and support to others. Exercises sound judgment/analysis, Develops creative solutions Makes valuable practice contributions. Responsible for Tracking Budget Expenses, Staffing, Quality Management, Managing, I am responsible for ensuring the overall organization and efficient operation of camp/facilities,. Manages a camp with 3000 Capacity. Coaching, Communication Processes, Disciplining Employees, Motivating Others, Promoting Process Improvement.

#### Work Experiences:

Experience No. : **More than 13 Years Experienced As Camp s /Facilities Admin Manager.**

**S.zia ul Haq & Sons**

**From 03-06-2003 To, 05-06-2013. (S.zia ul Haq & Sons**

#### **Employment History : (Pakistan & Saudi Arabia).**

**Camps, Super Stores, Office Administration, House Keeping, Transportations, Accommodation, Catering & Facilities, Guest House Management, Site Management Experience**, for most of this I have worked at a managerial level, mainly involved in the operations of various businesses at overseas ( both offshore& ashore) locations As Camp Administration & Facilities Manager.

- **JOB SUMMARY:** I am responsible for all Camp, Facilities/Property Services Management ,Maintenance, Security, House Keeping Catering & Store operations Supervise & Arrange Logistic, Transportation, day by day, from the ordering of products to production of Meals, entertainment, end of month closures to clients invoicing. My duties also involved in, providing & implementing new procedures for daily housekeeping, food provisions, purchasing and client liaison. procurement, material management, warehouse, Admin, facilities and Manpower. Involved in the implementation of a daily laundry service pool, room boy services all aspects of health and hygiene both in the Catering, (Mess), and Housekeeping, Maintenance, Store departments, purchasing, budget control and client liaison, party, organizer. Supervision & give Training of HSE (Health safety Environment) to all Camp Mess and Kitchen staff. Maintaining Camp Security, Mess, Kitchen & Stores. Under HSE, Standard providing Five star catering plus accommodation's to clients & camp staff. Arrange Meetings & Work shops in Recreation hall, Maintain camp clinic, Strong Communication with Camp Doctor, In case of Emergency in Camp Make Sure & arrange Total POB at Muster point. Also full fill all safety Standard During at Emergency, or Daily Camp Routine.

#### **KEY RESPONSIBILITIES:**

- procurement and contract management;
- Facilities ,Camps, buildings and grounds maintenance;
- Supervise & Arrange Logistics
- Catering and vending;

- health and safety;
- security & Transportation
- Utilities and communications infrastructure;
- Space management.
- Official Record Keeping. Responsible for diversity of the work may be reflected in different job Titles such as Administration, operations, estates, technical services, asset or property manager.

**Typical work activities:** Responsibilities for cover several departments, as well as central services that link to all the teams in the organization.

**Typical tasks may include:** preparing documents to put out tenders for contractors.

- procurement, material management, warehouse, Admin, facilities and Manpower.
- project management and supervising and coordinating Work of contractors
- investigating availability and suitability of options for new premises
- calculating and comparing costs for required goods or services to achieve maximum value for money;
- planning for future development in line with strategic business objectives
- managing and leading change to ensure minimum disruption to core activities
- liaising with tenants of commercial properties;
- directing and planning essential central services such as reception, security, maintenance, mail, archiving, cleaning, catering, waste disposal and recycling.
- ensuring the building meets health and safety requirements.
- planning best allocation and utilisation of space and resources for new buildings, or re-organising current premises;
- checking that agreed [work](#) by staff or contractors has been completed satisfactorily and following up on any deficiencies;
- coordinating and leading one or more teams to cover various areas of responsibility;
- using performance management techniques to monitor and demonstrate achievement of agreed service levels and to lead on improvement;
- responding appropriately to emergencies or urgent issues as they arise.
- Perform full spectrum of office administrative functions;
- Formulate administration related policies and its subsequent renewals.
- Set up administration procedure/work flow and housekeeping systems.
- Responsible for office supplies and equipment procurement, office maintenance and Company's asset inventory control;
- Handle office renovation and relocation work, as well as office automation
- Monitor Any Changes To The Value Of The Work In Each Allocated Construction Contract
- Ensure That Management And Supervision Are Fully Informed As To Their Own And Contractor'S Rights And Obligations.

- Maintain Claims Register, Keeping The Cost Engineer Advised.
- Prepare Each Month A Field Contracts Report For Incorporation In The Monthly Construction Report And Other Reports When So Required.

### **Key Skills**

- Managing, motivating and supporting staff
- Facilities Management , Maintenance Management,
- prepare duty rosters for those are working in the camp.
- Building good relationships and clients
- Ability to operate alone on remote sites, to mobilize contract start ups
- Contract negotiation and compliance
- Able to understand and achieve financial targets
- Logistic planning and support
- Strong problem solving mentality
- Making decisions quickly and decisively
- Strong commitment to complete tasks
- Leading my team by example
- FSI, CAFM.

### **Working Experience, As Camps Admin Manager, Saudi Arabia. AT CRSE DAMMAM. From 23-06-2013 To 24-07-2015.**

#### **Daily Duties and Responsibilities:**

•Use verification process for camp visitors, vendors, and on-site tenants. •Search vehicles, verifying appointments, checking identifications. •Communicate with office of any camp arrival sand emergencies. •Hourly sweeps of premise. •Paperwork and office duties. •Attend daily and weekly meetings. •Ensures over all safety. •Detect and remedy potential safety hazards. •Must handle any safety problems in camp. •Escort those causing problems out of camp. •Assist in a camp emergency(i.e. fire, hurricane, etc.) •Might be required to live on site (location specific). •Communicate with local authorities in case of emergency. • Respond to incidents and/or emergences in line with company policy • Adhere to Activate Camp's brand standards • Dress and act according to Activate Camp's policy at all times • Carry out any other reasonable tasks required

**EXPERIENCE NO.2:**      **EXPERIENCED: MORE THAN 3YRS. AS ADMIN & CUSTOMER RELATION MANAGER, (UNITED GROUP OF FOOD INDUSTRIES). OUTLETS, SUPER STORES, CASH & CARY, KARACHI BHADURABAD, Karimabad Karachi, Gulshan-e-iqbal Karachi.**

**KEY RESPONSIBILITIES AS Admin & Customer Relation Manager:** I was responsibly for over all sales, Administration & HR. Maintain good environment in side of outlet and make strong and trust full relation with costumers, solve out the problems related sales issue. Takes care of all activities related to the processing of purchase transactions by customers, and safeguarding all sales collections along with the customer experience at both entry and exit of the business deal complaints of customers and solve out the problem and inquiries of products and give total information regarding products look after the house keeping inside of outlet for good health safety environment, Sales Staff recruitment, and look after total HR issues.

### **Training Workshops Attended**

- Attended workshop on Resource Management at United Group Karachi.
- Attended Workshop on Security Awareness conducted by Security 2000
- Three days training workshop on Communication and Presentation Skills.
- Five days training workshop on Project Management. By PRIDE Int.

### **Personal Skills**

- Very good in Public Relation & Customer Service.
- Initiative, enthusiastic and responsible nature
- Pleasing mannered, enthusiastic and responsible
- Can easily get along with different situations & people
- Dedicated, disciplined & hard working.
- Friendly, sociable and meticulous.
- **Language Proficiency**
  - Can speak and communicate in, **Arabic, English, Hindi, Urdu, Pushto, Hindko, Punjabi.**
  - Can understand and percept Urdu, Pushto, Hindko, Punjabi and **Arabic English.**
  - Can write Urdu, Pushto, Hindko, Punjabi and **Arabic, English.**

### **Co-curriculum**

- Play Cricket, Read Daily National News papers
- Watch News & Sports TV Channels.
- Enhancing *computer* skills. (Going through new software's of computers)
- Swimming
  - In the view of the above I hope that if you give me a chance to serve under your kind control, I will leave no stone unturned to perform my duties.

***Thanking You,***

**HADER ZAMAN.**