



Afzal Shah

Site Office Management

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📍 Riyadh, Saudi Arabia

SUMMARY

Awarded as "Best Employee" five times, I bring 22 years of extensive experience with leading multinational companies such as Chevrolet, GMC, Cadillac, Daewoo, Daihatsu, Yamaha, Fiat, Ssangyong, IVECO, Maclaire, and HP. I am proficient in IT, excel at multitasking, and thrive as a team player. I adapt easily to changes in shifts, locations, and industries. With a positive attitude, a sense of humor, and a passion for travel, I effectively manage multiple projects under pressure. I achieved a 6.5 band in IELTS and have experience collaborating with native English speakers. In my free time, I engage in freelancing projects, recite the Quran, play cricket, and pursue new skills.

I possess valid driving licenses from the United Arab Emirates and Pakistan. I am a highly adaptable and versatile professional with a strong ability to learn quickly and contribute effectively across diverse departments. I am available to join immediately. I love to work in remote locations, willing to relocate anywhere within Saudi Arabia and available for weekends and extended hours. I currently hold a valid employment visa, transferable Iqama, and No Objection Certificate (NOC), enabling immediate employment.

Financial Management: Handling invoicing, budgeting, accounts receivable, debt collection, and cash management.
Operations Management: Streamlining operational flow, implementing policies & procedures, and measuring outcomes.
Human Resources: Recruiting, training, and managing staff, including attendance, leave, and safety.
Project Management: Overseeing project delivery, coordinating resources, and liaising with clients.
Customer Service: Managing customer relationships, handling inquiries, and organizing test drives.
Administrative Support: Assisting company CEO and Sales Director. Managing office operations, including facilities, equipment, supplies, and travel arrangements.

EXPERIENCE

Site Office Manager 01/2009 - 07/2024
WMBC, Sharjah, United Arab Emirates

Site Office Coordinator 01/2000 - 12/2008
Armitage Engineering LLC, Abu Dhabi, United Arab Emirates

EDUCATION

Diploma - English, Computer, IELTS 02/2017 - 12/2017
University of Wollongong, Dubai, United Arab Emirates

Master of Business Administration - Marketing 01/1998 - 12/1999
Al-Khair University, Peshawar, Pakistan

Master of Arts - Quran and Islamic Studies 01/1996 - 12/1997
Gomal University, Dera Ismail Khan, Pakistan

CERTIFICATES

Operation Management

Health, Safety and Environment

Procurement

Human Resources

Document Control

Data Entry

Biding & Tendring

Customer Service

Invoice, Order, Quotation

CRM (Customer Relationship Management)

Project Management

SKILLS

Aconex

Microsoft Project

SAP

Autoline Kerridge

Zero

Zoho

Freshbook

Sage

Tally

QuickBooks

CorelDraw

Dynamic NAV

Microsoft Outlook

Microsoft Access

Microsoft PowerPoint

Microsoft Excel

Microsoft Word

Microsoft Windows

Microsoft Office 365

Attention to Detail

Flexibility and Adaptability

Customer Service

Conflict Resolution

Teamwork

Leadership

Budgeting and Financial

Record Keeping

Technology Proficiency

Time Management

Communication

Problem-solving

Orginasion and Planning

LANGUAGES

Pashto

Native

Arabic

Intermediate

Hindi

Native

English

Fluent

Urdu

Native