

HASIR MOIDEEN JEPPU

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Tabuk, Kingdom of Saudi Arabia

PROFESSIONAL SUMMARY

Dedicated and detail-oriented Document Controller and Administrative Professional with over 8 years of experience in documentation, logistics, administrative affairs, and manpower coordination. Proven expertise in managing large volumes of documents, ensuring regulatory compliance, supporting audits, and maintaining seamless document flow across major infrastructure and engineering projects in Saudi Arabia. Aiming to contribute effectively to a forward-thinking organization while continuing professional growth.

EDUCATION & CERTIFICATIONS

- Bachelor of Business Administration (BBA) – Mangalore University, India
- Diploma in Computer Applications (DCA) – MICE Institute

PROFESSIONAL EXPERIENCE

Document Controller – Logistics

SHA JV (Samsung C&T), NEOM Spine Infrastructure (Mountain Section), KSA

Oct 2023 – Present

- Manage and control logistics documentation including invoices, shipping documents, customs papers, and purchase orders.
- Coordinate with procurement, warehouse, and finance teams for seamless workflow.
- Support audits by preparing and organizing essential documentation.
- Implement and manage document control systems and templates (physical and digital).
- Digitize physical records and monitor shipment and delivery statuses.
- Ensure timely receipt, acknowledgment, and archiving critical documents.
- Maintain accurate tracking logs for inbound/outbound shipments and deliveries.
- Liaise with customs clearance agents and ensure compliance with Saudi trade regulations.

- Conduct periodic audits of physical and digital document archives.
- Assist in generating daily, weekly, and monthly logistics performance reports.
- Coordinate documentation for equipment import/export and special permits.
- Monitor logistics KPIs and provide administrative support during project inspections.
- Train new staff on document control procedures and system usage.
- Ensure confidentiality and security of sensitive documents during all phases of the project.

Administrative Assistant

Daeah Engineering & Construction, Marjan Increment Project, KSA

Apr 2022 – Mar 2023

- Handled full-cycle visa processing (exit/re-entry, business, commercial) and maintained accurate employee records.
- Coordinated with local and overseas manpower agencies for mobilization and demobilization.
- Oversaw payroll preparation, contract management, and monthly timesheet distribution.
- Managed vehicle logistics, accommodations, and travel bookings for expatriates.
- Liaised with GROs and ensured compliance with Saudi labor and immigration laws.
- Processed Iqama transfers, profession changes, and managed driving license renewals.
- Monitored document expiration and renewal (CR, SAGIA, memberships, etc.).
- Maintain centralized HR database with up-to-date employee and contractor information.
- Prepare onboarding documentation, ID cards, and induction kits for new hires.
- Coordinate with site teams for manpower deployment schedules and shift arrangements.
- Compile reports for HR and project management on labor distribution and mobilization status.
- Support emergency and medical documentation, including health insurance and treatment records.
- Conduct internal compliance checks and submit periodic reports to management.
- Manage petty cash disbursements and financial record-keeping for admin expenses.

Administrative Assistant / General Affairs Assistant

Hanwha Engineering & Construction Co. Ltd., Ma'aden PAP Project, Turaif, KSA

May 2017 – Dec 2021

- Provided day-to-day administrative and clerical support to ensure efficient office operations.
- Created, maintained, and updated filing systems, ensuring timely retrieval and version control of critical documents.
- Coordinated appointments, meetings, and travel arrangements for management and staff.
- Drafted and formatted official letters, reports, meeting agendas, and internal memos with accuracy and confidentiality.
- Handled visa processing, passport renewals, and other government-related documentation in coordination with PRO/GRO.
- Monitored document compliance, ensuring alignment with audit requirements, contract terms, and internal policies.
- Supported logistics by preparing shipment documents, tracking delivery schedules, and liaising with transport agents.
- Managed inventory of office supplies and requested replenishments to avoid interruptions in workflow.
- Assisted in preparing payroll support documents, staff attendance records, and leave tracking logs.
- Recorded meeting minutes, followed up on action items, and ensured timely updates to stakeholders.
- Facilitated communication between departments, management, and external clients or service providers
- Managed petty cash and expense reports, ensuring accurate documentation and timely reconciliation.
- Maintained confidentiality and security of sensitive files such as contracts, employee records, and legal documents.
- Supported internal and external audit preparation through document reviews, checklists, and file audits.
- Oversaw onboarding processes for new employees by organizing orientation schedules and preparing documentation kits.

CORE SKILLS

- Document Management & Filing Systems
- Administrative Operations & General Affairs
- Logistics & Transportation Coordination
- Visa, Iqama & Legal Documentation
- Manpower Mobilization & Scheduling
- Compliance & Audit Preparation
- Communication & Interdepartmental Liaison
- Procurement & Inventory Management
- Data Entry & Records Management
- Inventory & Asset Tracking
- Multitasking across different departments and roles

PERSONAL DETAILS

- Date of Birth: 18 Dec 1996
- Nationality: Indian
- Marital Status: Single
- Languages: English, Arabic, Hindi
- Driving Licenses: Saudi Arabia, India
- Passport Number: N9324724

DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

Place: Tabuk, KSA

Date: