

MIRAZUL ISLAM

Administrative & Site Supervisor

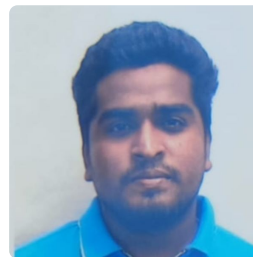
📞 0536143452

@ mirazulislam.ksa@gmail.com

📅 Birth - 04/12/2001

📍 18th Street, Al Khobar, Dammam

🌟 Nationality-Bangladeshi



SUMMARY

A versatile professional responsible for overseeing site-level administrative tasks, managing accommodation and welfare services for personnel (camp operations), and supervising on-ground activities and workforce operations. Ensures smooth coordination between field staff, camp facilities, and office operations to support overall site efficiency and compliance.

EXPERIENCE

Field Supervisor

Hamood H Al-Hammad

📅 07/2024 - Present 📍 Southern Area (Aramco Division)

Contracting Company

- Supervise field staff and monitor daily activities.
- Ensure tasks are completed according to work schedules.
- Report site issues, safety concerns, and work progress to management.
- Documentation and Record Keeping.

Camp Boss

Hamood H Al-Hammad

📅 06/2023 - 06/2024 📍 Al Khobar

Contracting Company

- Managed complaints with calm, clear communication and problem-solving.
 - Maintained clean, safe working environments to eliminate accident risks.
 - Trained and mentored employees to maximise team performance.
 - Met schedule using excellent planning and coordination skills.
- Prepared range of written communications, documents and reports.

Administrative Clerk

Abul Khair Group

📅 08/2020 - 02/2023 📍 Dhaka

Cement Company

- Conducted data entry tasks with a high degree of accuracy, updating databases and maintaining up-to-date records.
- Handled confidential documents, ensuring secure filing and retrieval as per compliance regulations. Secured data by following
- confidentiality procedures, Handled photocopying documents, updating files and faxing communications for staff.

SKILLS

- Communication Skills
- Calm under pressure
- Leadership
- Public speaking
- Analytical and critical thinking
- MS office
- Complaint handling and resolution
- Microsoft Excel
- Telephone reception
- Administrative skills
- Microsoft word
- Email Drafting

LANGUAGES

Bangla	Native	English	Native	Hindi	Native
Arabic	Intermediate				

EDUCATION

Bachelor's degree
National University of Bangladesh
📅 08/2020 - 02/2023

Higher School Certificate
Cambrian Collage,Dhaka
📅 06/2018 - 04/2020

TRAINING / COURSES

Camp Inspector Course	Work Permit Receiver Course	Safety Orientation Training
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CERTIFICATION

Aramco Approved Camp Inspector certificate
FHM Institute

Aramco approved Work permit Receiver
Saudi Aramco

Safety Orientation Certificate
Saudi Aramco