



Aman Khan

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Highly organized, result oriented and detail-focused **Shared Services Manager** with an exceptional track record of business operations in deadline oriented, diverse and fast-paced environment. Known for a verifiable responsibilities and accomplishments spanning eight years of experience in manufacturing, warehousing & freight forwarding, waste water treatment, project Management, contracting, retail and other industries backed by solid credentials (**MBA**).

Areas of strength includes:

- ✓ Operation Management
- ✓ Project Management
- ✓ Payroll & HR Management
- ✓ Vendor Management
- ✓ Process Management
- ✓ Work as Team Player
- ✓ Employee Management
- ✓ HR & Administration budget
- ✓ Policies & Procedures development
- ✓ Research Abilities
- ✓ General Administration
- ✓ ICT Infrastructure

Experience:

Shared Services Manager

(HR, Finance, IT & Administration)

SAF GROUP - KSA

May 2013 – Present (5 years)



SAF Group is one of the fastest growing business organizations in the Eastern Province of Saudi Arabia dealing in water, waste water & environmental solution, Civil & Electro-Mechanical services to Oil & Gas sector, Warehousing & Logistics, International Freight forwarding, Aluminium Kitchens & Granite manufacturing.

Key Responsibilities

- ✓ **Best Practices** - Improve processes and policies in support of organizational goals. Formulate and implement departmental and organizational policies and procedures to maximize output. Monitor adherence to rules, regulations and procedures.
- ✓ **Coordination and Supervision** - Coordinate, manage and monitor the workings of designated departments in the organization & advise management the area of improvement in terms of processes & decision making.
- ✓ **Financial** - Review financial statements and data of designated departments. Utilize financial data to improve profitability. Prepare and control HR & Admin budgets. Plan effective strategies for the financial well-being of the company.
- ✓ **Human Resources** - Plan the use of human resources. Organize recruitment and placement of required staff. Establish organizational structures. Delegate tasks and accountabilities. Establish work schedules. Supervise staff. Monitor and evaluate performance.
- ✓ **Communication** - Monitor, manage and improve the efficiency of support services such as IT, HR, Finance, GR. Facilitate coordination and communication between support functions.
- ✓ **Payroll & Leave Management** - Liaison with departmental heads for monthly payroll input, Process payroll & submit for approval. Process all vacation requests in coordination with finance, arrange tickets & hotel where required as per request.
- ✓ **Risk Management** - Working with management to ensure a system is in place which ensure that all major risks of the company are identified and analyzed, on periodical basis
- ✓ **ICT Management:** Online Portals, Emails, ERP & WMS Servers & other ICT infrastructure & social media.

Process Development Manager

SAF GROUP - KSA

April 2010 – 2013(3 years)



Main Job Task & Responsibilities

(ERP, HRIS, WMS & CRM Implementation)

- ✓ To implement, supervise and operate the organizations ERP, HIRS.WMS & CRM systems through implementation best practices. Was responsible for planning and coordinating the change management of processes required for the support of ERP, HIRS, WMS & CRM systems necessary for business operations.
- ✓ Ensuring that the deployment enhances operating systems, networks, Telecommunications, or other areas where it is deployed. Recommend any additional hardware or software requirements needed for successful deployments, configuration, or maintenance.
- ✓ Liaise with company's suppliers for prompt rectification of any problems or emergencies. Evaluate, configure, and deploy ERP applications, systems software, products, and/or enhancements to existing applications throughout the enterprise.
- ✓ Collaborate with analysts, designers, and system owners in the testing of software programs and applications. Ensure that any integration into company systems meets functional requirements, system compliance, and interface specifications.

❖ **Implementation Scope at SAF Group:**

1:- **Logistics Solution Services Khobar**
Specialized in Warehousing & Logistics

2:- **Environmental Equipment Company Khobar**
Water, Waste Water & Environmental Solution

3:- **Industrial Technology Company Khobar**
Electro Mechanical Contracting & Trading

4:- **GulfSaf Factory For Aluminum & Granite**
Aluminum Kitchens & Granite Manufacturer



Qualification:

1999 to 2002

- Master in Business Administration (MBA)

Computer Skills:

- Microsoft Office, OpenOffice.org , MS Visio, Windows (all)
- FOCUS ERP, SugarCRM , Oracle , HRIS, OpenERP, Xtuple
- Expert level knowledge of computer hardware & software

Interests:

Reading, web surfing, Fishing, Classical Music, Badminton, Table tennis

References:

- Mr. Waris Ali Farouqi , CFO at RISAS Industries , warisfarooqui@hotmail.com , 055 339 2062
- Mr.Sri Kethees Waran , CFO at WPL Logistics. , kethees407@hotmail.com , 055 229 5221