#### 39837

Akmal

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**Objectives**

Top-notch assistant with Thirteen years of experience coordinating office management and special projects with a high degree of efficiency. Serve as point person for managers, clients, and vendors to ensure proper lines of communication. Maintains excellent communication skills, problem resolution abilities, and a high-level of confidentiality. Equally effective at providing excellent management and advanced word processing support

 **Career Profile:**

An experienced executive secretary with a proven track record of successfully managing simultaneous projects and meeting deadlines consistently and accurately. A strong administrative background coupled with excellent computer skills facilitates the provision of complete secretarial support. A self motivated worker who is able to communicate effectively at all levels.

Over 12 years of secretarial experience in a fast-paced work environment. Proficient in computer applications, Excellent organizational and planning skills utilized in providing full secretarial support to a Department Head . Skilled at problem-solving and decision-making. A conscientious worker who is always willing to go the extra mile.

A top performing secretary who is both professional and trustworthy. Known as a hard worker committed to the efficient completion of challenging projects within deadlines. Proven ability to resolve problems and follow through effectively. Successfully implemented work processes for improved efficiency, organized events and functions and liaised with clients at all levels.

Capable to manage & co-ordinate with clients in terms of meeting schedule, telephonic conversation, Email Communication, interview schedule, confidential documents handover, Maintaining records of Project Director’s meetings and schedule.

**Career Summary**

Position: **Executive Secretary**

Projects worked:

* 25-08-2000 to 19-06-2001: Qatar Vinyl Company in Mesaieed - CCIC Company - Doha Qatar

* 19-06-2001 to 31-08-2001: West Bay lagoon in Doha - CCIC Company - Doha Qatar

* 01-09-2001 to 01-06-2002: Qatar Petro chemical in Mesaieed - CCIC Company - Doha Qatar

* 01-06-2002 to 28-11-2002: Dukhan Gas Lifting Project - CCIC Company - Doha Qatar

* 26-04-2003 to 01-05-2004: Qafco-4 Exp. project in Mesaieed - CCIC Company - Doha Qatar

* 01-05-2004 to 06-10-2005: RasGas LNG Expansion Project - CCIC Company - Doha Qatar

* 10-05-2006 to 12-12-2008 : Qatar Gas (QGX-II) in RasLaffan CCIC Company - Doha Qatar

* 13-12-2008 to 31-12-2008 : Pearl GTL Project in RasLaffan CCIC Company - Doha Qatar
* 1-01-2009 to 20-08-2011 : Pearl GTL Project RasLaffan CCIC Company - Doha Qatar
* 25-09-2012 to 28-12-2012 : ADCO PMC Project in ASAB Petrofac Company - Abudhabi

**Job Responsibilities:**

* Executive Assistant to the Project Director and management team. Duties included telephone screening and take messages from external & internal sources promptly
* Provided secretarial and administrative support to Management & Human Resources Department
* Appointment scheduling, travel arrangement, meeting coordination, supply and uniform ordering,
* Data entry, generation of daily and monthly confidential general office duties.
* Generate meetings, maintain and update executive calendars utilizing MS Outlook.
* Prepare wide range of communications, Uses data from reports for various purposes, according to established procedures and compiles and prepares special reports and analyses.
* Coordinating and prioritizing the daily activities of the Project Director & performing the administrative functions in support of the Project Director.
* Prepared correspondence, reports, memos, speeches, presentation, minutes and newsletters
* Constantly requires the handling of confidential or sensitive information in appropriate manner, maintain the security of the executive's records and data.
* Collated and updated policies and procedures manuals
* Provides office support, including receiving visitors; arranging appointments, meetings, travel and conference registrations.
* Handle all incoming correspondence
* Schedule and co-ordinate meetings, appointments and events
* Prepare and distribute minutes of meetings
* Travel arrangements such as booking of flight tickets, Visa & Hotel bookings domestic and international.

**Core Competencies:**

* Organizational and planning skills
* Communication skills
* Data collection and management
* Attention to detail
* Problem analysis
* Initiative
* Confidentiality

**Qualification**  : Bachelor of Commerce - B.Com

Diploma in Computer Application

MS Dos, Windows, MS-Office-(Word, Excel, Power point, Access & Outlook/Internet)

## Personnel Information

Marital status : Married

Date of Birth : 10-06-1979

Nationality : Indian

Religion : Muslim