**ADMINISTRATIVE ASSISTANT**

Syed

CAREER SUMMARY

A highly resourceful, flexible, innovative, and enthusiastic individual who possesses a considerable amount of knowledge regarding administrative and office procedures. A quick learner who can absorb new ideas and is experienced in coordinating, planning and organizing a wide range of administrative activities. Well organized and an excellent team player with a proven ability to work proactively in a complex and busy office environment. Alan is now looking for a career advancement opportunity with a company that will allow him to develop his skills & potential.

EDUCATION

MBA Master of Business Administration from MG University specialization with IT Systems.

PROFESSIONAL EXPERIENCE

AL YAMAMA COMPAMY TRADING AND CONTRACTING

Project Support Services Division (PSSD)

**Administrator 2014 – Present**

**Duties and Responsibilities -**

* Pre-sales activities, including Inquiry and Quotation creation.
* Sales Order processing, including Sales Order (SO) creation.
* Shipping, including Outbound Delivery document creation.
* Billing, including billing document and invoice creation
* Sales Enquiry and preparation of Quotation.
* Order acceptance, Dispatch and Invoicing.

EXPERIENCE IN **SABIC SERVICES (SAP)**

* Online bidding (receiving and responding to SABIC request for quotations/information)
* Receive, acknowledge, download, and/ or print Purchas Orders (PO’s)
* Online communication & tracking
* Service Entry Sheet (SES) creation
* Invoice creation
* Study and review company or department procedures
* Recommend management action to improve standard operating procedures. Present comparisons on costs, risks, and benefits
* Develop and test new procedures
* Take part in any administrative meetings to assure secretarial follow-through
* Take initiative on requests and inquiries of administrative nature, especially when bosses’ specialty is not administrative

Coordinate Knowledge Management and Learning Management systems related functions.   
Support Project Manager to monitor and control project progress against timelines and work plans.   
Verify items against purchase order and record material received.   
Assure error cause identification and corrective action by coordinating with quality assurance personnel.   
Enter received program applications into a database and ensure appropriate documentation.   
Offer flexible support to other team members when needed.

* Providing management and support solutions properly for sleek business operations and efficient staff management
* Providing back end specialized solutions and troubleshooting solutions.
* Making preparations and resorts for the clients as well as workers, in addition to planning the events, conventions and reviews.
* Assisting in selecting workers for the company and other works related with hr. office.
* Managing and handling the significant of workers and planning regular performance reviews for the management based on workers performing.
* Maintaining the furniture and decorations of the company, and creating suggestions for the any if needed.
* Coordinating the work activity between the workers of different divisions in the company.
* Analyzing various functions of the company and suggest for any changes or upgrades of the same according to the business’s development.
* Arranging training and enhancement classes for enhancing the knowledge of the workers.
* Prepare various types of correspondences like internal memos, outgoing faxes, and inquiries.
* Preparing and handling of all sorts of documentations like Quotations,
* Order sheets, Invoice, Chamber certificate, Bank drafts etc..
* Preparing and handling of Time sheets for workers.
* Handling Tele-conversations
* Handling and maintaining Facsimiles, e-mails and letters.
* Makes and issues reports i.e. documents received, missing transmittals.
* Retain one copy of all incoming and outgoing correspondences in the
* Ensure that filing is kept up to date from time to time.
* Preparing weekly report for Petty Cash
* Coordinate with head office
* Classify the Documents and arrange in proper location and maintain accurate file system
* Entering all Incoming correspondence and details in our Utilities Division data base and update
* Making Transmittal and send to Inspection Department as per the instruction from the Sr. & Project Engineer’s.
* Assigned in Document Control Section, responsible for all the Outgoing correspondence, log controlling, file maintaining to Client, sub-contractors, and incoming from Client and subcontractors, save in our utilities division data base, and update.

NBHC NATIONAL BULK HANDLING COORPORATION

**State Coordinator/Administration 2013 – 2014**

I have been working for National Bulk handling Corporation Ltd Company **02 January 2013** as a **Assistant Associate Coordinator-Operations** in the **Operations Department** in Kurnool. AP.

**COMPANY PROFILE:** National Bulk Handling Corporation is India’s leading integrated commodity and collateral management company based Mumbai. NBHC is a venture of the Financial Technology group. Only Indian warehousing and Commodity Management solution entity with an ISO 22000:2005 Certification. It handles more than 2.7 million tons of agricultural commodities – mainly rice, wheat, mustard and maize – at around 3000.odd centers located in 19 states. NBHC also work closely with govt. Organization such as Food Corporation of India.

**Duties and Responsibilities -**

* Timely Preparation and submission BDR/ Billing data of the state to Head Office.
* Preparation and maintenance of bank and client ledger.
* Preparation bank wise and client wise outstanding report.
* Collection Plan & Collection advices to head Office.
* Responsible for Clients & Bank Receivables.
* Preparation and Generation PWH and SP Cases CDD,CAD In ERP and OMNIFLOW
* Processing and monitoring of Business proposals like utilization report, overdue SR’ etc.
* Preparation of warehouse rent MIS- for extension / Hiring’s /Payment processing.
* Coordination between state and head office for different matters and business reports.
* Timely submission of monthly attendance of staff to head office.
* Providing management and support solutions properly for sleek business operations and efficient staff management
* Providing back end specialized solutions and troubleshooting solutions.
* Making preparations and resorts for the clients as well as workers, in addition to planning the events, conventions and reviews.
* Assisting in selecting workers for the company and other works related with hr. office.
* Managing and handling the significant of workers and planning regular performance reviews for the management based on workers performing.
* Maintaining the furniture and decorations of the company, and creating suggestions for the any if needed.
* Coordinating the work activity between the workers of different divisions in the company.
* Analyzing various functions of the company and suggest for any changes or upgrades of the same according to the business’s development.
* Arranging training and enhancement classes for enhancing the knowledge of the workers.

**Skills and Specifications –**

* Good understanding of business, finance and technical subjects.
* Good communication skills.
* Should have basic math and analytical skills.
* Should have computer knowledge
* Should be able to work in coordination and under supervision.

EDUCOMP SOLUTIONS LTD.MNC IT Corporate.

**Administrative assistant 2009 – 2013**

Responsible for providing an efficient and professional Administrative and clerical service to colleagues, managers and Supervisors to facilitate the efficient operation of the office.

**Duties and Responsibilities -**

* Providing secretarial services such as minute taking, WP and diary management.
* Ensuring office procedures and systems operate efficiently.
* Handling requests for information and data.
* Setting up e-mail groups for committees.
* Circulating documents via post and email.
* Scanning and copying contracts, notes and other documents.
* Checking stationary levels and ordering new supplies.
* Opening, dating, copying and circulating incoming post.
* Raising purchase orders and chasing outstanding accounts.
* Recording, compiling, transcribing and distributing the minutes of meetings.

**Skills and Specifications -**

* Expert in Microsoft Office, with a focus on Excel.
* Office procedures and reception support.
* IT skills and data management customer service, filing / archiving.

**Administrative abilities -**

* Maintaining an electronic and hard copy filing system.
* Providing training and orientation for new staff.
* Coordinating and arranging repairs to office equipment.
* Comprehensive knowledge of Microsoft Word, Outlook, Excel and Access.
* Scheduling meetings and preparing agendas for them.
* Effective organizational skills.
* Organizing travel & accommodation arrangements.
* Resolving administrative problems.
* Supervising other clerical staff.
* Conducting research on behalf of managers.
* Scheduling and delegating administrative tasks.
* Creating presentations and writing up reports.

**Job Seeker First Name / CV No: 1717536**

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