**MOHAMMED**

[**MOHAMMED.322972@2freemail.com**](mailto:MOHAMMED.322972@2freemail.com)

**Executive Secretary**

**Secretarial Operations● Administration ● Documentation Management**

***Target Industry: Construction, Hospitals, Hotels & Aviation Industries***

**PROFILE SUMMARY**

* A dedicated & professional **Executive Secretary** with the experience of almost **10 years** in Administration, Clerical/ HR Operations, Customer Relations, Data Processing & Document Management
* Proficient in handling documents such as the specifications, statements of accounts and other technical documents
* Well-versed in systematic arrangement, organizing, distribution, filing and control of records and handling databases
* Skilful in handling all activities related to the document control procedure, including technical documents, drawings, and commercial correspondence
* Hands-on experience in generating various document control reports and updating document data into the standard registers ensuring that the information is accurate
* Efficient in ensuring that the controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable
* Adept in maintaining documents and drawings in the document control office under safe custody without any damage or deterioration with easy traceability
* Hands-on exposure in EDMS and managing entire activities related to document control by reviewing the documents prior dispatch, ensuring changes and revisions are clearly identified
* Accountable for overall documentation process including preparing, sorting, binding, organizing, transmitting, archiving design and project documents
* Keen eyed in identifying, sorting of engineering & technical documents and drawings as per standards

**CORE COMPETENCIES**

**SKILLS SET**

**Database Management**

**Administration**

**Secretarial Operations**

**Operations Management**

**Liaison & Coordination**

**Reporting & Documentation**

* Handling the issuance of document numbers, including maintenance of proper document registers for detail technical project
* Managing all possible document flow structure in the efficient manner
* Proactively handled the submission of documents and creating transmittal through document control
* Preparing and arranging the acknowledgement letters for the clients through document control
* Identifying the pending documents through weekly progress reports
* Intimating the concerned department for taking appropriate action on the pending documents
* Following up with the clients internal team to get an expected schedule for all pending documents
* Accountable for maintaining specifically assigned project database
* Managing proper document classification, sorting, filing and proper archiving
* Ensuring completeness of documentation and preparing document transmittals
* Conducting document quality check in accordance to company document control procedures
* Ensuring file backup to ensure proper storage and archiving of electronic registers and preparing project reports, as required

**WORK EXPERIENCE**

**Steps Shoes Company (Jeddah, Saudi Arabia) as Executive Secretary**

**Jan’16-Till Date**

**Key Responsibilities**

* Facilitating the entire activities of official work by coordinating with all the managers
* Preparing and submitting daily reports to the manager of incoming and outgoing stocks of the company
* Responsible for the printing and checking of monthly statement of accounts for suppliers
* Monitoring and formulating the stock reports on weekly basis
* Executing various functions like checking e-mails, creating business reports etc.
* Assisting managers in typing all the drafts, reports and letters
* Converting data in excel format sheets, and updating the data in sections

**Saudi Binladin Group (Jeddah, Saudi Arabia) as Executive Secretary**

**Jun’10–Dec’15**

**Key Responsibilities**

* Accountable for preparing meeting schedules for manager and their travelling arrangements
* Attended and managed phones call
* Responsible for the entire functions of administration work
* Maintained tracking facility to update documents easily and scanned all relevant new documents
* Verified the accuracy of dispatched documents and managed the presentation and filing of documents and drawings
* Maintained hard copy information and responsible for the issuance and distribution controlled copies of information
* Operated the gamut of activities with respect to Meridian Document Control System
* Maintained all documents up to date as possible within electronic filing systems

**Infologic Systems Private Limited (Hyderabad, India) as Office Assistant Manager**

**2007 - 2010**

**Key Responsibilities**

* Managed the overall administration works
* Addressed and handled telephone calls
* Prepared time sheets of employees
* Coordinated with employees for smooth running of projects

**Natel, T.V Station (Dammam, Saudi Arabia) Asst. Store Manager/Telephone Operator**

**2005 - 2006**

**Key Responsibilities**

* Worked as telephone operator in live telecast program
* Maintained records of stores for electronic equipment’s
* Submitted daily record to Ministry Officers of Electronic Equipment’s

**CREDENTIALS**

**Education**

**Bachelor of Commerce from Mahatma Gandhi Kashi Vidyapeeth 2004**

**IT Skills**

* Successfully completed:
* Diploma in Multimedia from (NeoSoft Technology)
* Diploma in PGDCA from (NeoSoft Technology)
* Well versed in Operating Systems: MS DOS, Windows 95/98/XP/Windows 7 and internet applications
* Working Knowledge in ERP & Oracle

**PERSONAL PARTICULAR**

**Date of Birth:** 19th April 1978

**Language known:** Hindi, English, Urdu, Telugu & Arabic