**CURRICULUM VITAE**

**FAISAL**

[FAISAL.327966@2freemail.com](mailto:FAISAL.327966@2freemail.com)

**Career Objective**

Highly determined individual with 6+ years’ progressive experience working in a secretarial role. Track record of handling administrative and clerical functions with professionalism and tact. Possess great capability to make decisions where precedents are not established. Hands on experience of using diplomacy and discretion while handling confidential information*.*

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| **KEY SKILLS AND EXPERTISE** |  |  |
| ● Calendar maintenance | ● Meetings coordination | ● Handling phone calls |
| ● Files maintenance | ● Recording minutes | ● Travel arrangements |
| ● Records organization | ● Reports preparation | ● Financial records |
| ● Letter / memo composition | ● Meetings arrangements | ● Supplies maintenance |

**PROFESSIONAL EXPERIENCE**

**Executive Secretary**  
**AL Aswad Trading & Contracting Est | June 2012 to July 2014**

**Kingdom of Saudi Arabia, Jeddah**

**Duties:**

• Coordinate office management activities to aid executives  
• Research and compile confidential documents  
• Take and record minutes of the meeting  
• Screen incoming correspondence and ensure delivery to intended recipient  
• Create and maintain a liaison between executives  
• Compose letters and other correspondence  
• Produce reports and charts  
• Prepare meeting agendas and collect related material  
• Review and proofread documents for executives’ signatures  
• Oversee office budget and recommendations on office expenditure

**Promoted as Document Controller**   
**AL Aswad Trading & Contracting Est | July 2014 to April 2016**

**Project: King Abdul Aziz International Airport Project**

**Kingdom of Saudi Arabia, Jeddah**

**Duties:**

* Maintaining a tracking facility to enable documents to be updated easily.
* Scanning in all relevant new documents.
* Checking dispatch documents are accurate.
* Presentation and filing of documents and drawings.
* Responsible for maintaining hard copy information.
* Issuing and distributing controlled copies of information.
* Managing and maintaining a Meridian Document Control System.
* Provide advice on procedures of issue and methods in accessing the system.
* Ensuring all documents are as up to date as possible within electronic filing systems..

**Assistant Accountant**  
**Farhath Binth Al Sayed Bin Sadakath Est. | June 2010 to May 2012**

**Kingdom of Saudi Arabia, Jeddah**

**Duties:**

* Enter posting of purchase, sales, payment, receipt collection & journal voucher.
* Verification of bills & reconciliation of total turnover.
* Maintain cash transaction & petty cash book, preparing cash.
* Day to day cash & bank transactions.
* Preparing outstanding list of Debtor & making Payment follow-up.
* Preparing of Vouchers & Agency Payment.
* Sales & Purchase total reconciliation of accounts calculating..
* Reconciliation of Bank Statement at the end of month.
* Maintain salary register in MS-Excel.
* Maintain Balance sheet & profit & Loss

**Academic Qualification**

2008 – 2010 Bachelor of Commerce (B.Com)

University of Punjab (Pakistan)

2006-2008 Intermediate of Commerce (I.Com)

Rawalpindi Board of Education (Pakistan)

Personal Details

Nationality : Pakistani

Date of Birth : 23/02/1989

Sex : Male

Civil Status : Married

Religion : Islam

Languages Known : Arabic, Urdu and English

**RELATED CAPABILITIES**  
• Dynamic organizational skills  
• Exceptional leadership qualities  
• Ability to work on own initiative  
• Capability of communicating effectively