**Farid**

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Farid.344672@2freemail.com

**Personal Statement**

I am an efficient, organized and approachable person who is always willing to help office colleagues,possessing fast and effective secretarial skills with knowledge and experience of using software packages. Always happy to do the mundane office duties as well as attending meetings, prepare agendas, and maintaining departmental electronic and manual filing systems.

**Employment History**

1. **Al Fajer Establishment – Dubai, UAE**

 **SECRETARY to the General Manager January 2009 – February 2016**

Key role includes secretarial and administrative support to all the business divisions. Other tasksinclude meeting and greeting visitors, answering their queries and dealing with deliveries.

**Duties:**

* Handling confidential information in line with the company policies.
* Preparing correspondence and other company documents.
* Making travel arrangements for the General Manager.
* Generating invoices, filing receipts and dealing with all financial documentation.
* Worked as a site supervisor for various projects.
1. **Consolidated Contractors International Company – Doha, Qatar**

**(Qatar gas II LNG Onshore Facilities Project)**

**SECRETARY to the Quality Manager May 2006 – January 2009**

**Areas of Expertise**

 Taking minutes Administrative support IT skills Document management

 Diary management Secretarial support Report writing Organizing meetings

**Secretarial Skills:**

* Ability to accurately maintain computerized and manual filing/documentation system.
* Excellent organizational and time management skills.
* Trustworthy and able to work in highly confidential environments.
* Having a fast and accurate typing speed.
1. **Al Amana Air Conditioning Trading Company – Dubai, UAE**

 **ASST. SALES CO-ORDINATOR May 2004 – July 2005**

**Duties:**

* Generate invoices and coordinate with clients for delivery of shipments.
* Maintaining records/files, data inputting, distributing internal and external documentation and carrying outother ad hoc clerical tasks.

**Employment History (contd..)**

1. **Consolidated Contractors International Company – Doha, Qatar**

 **(QAFCO-4 Expansion Project)**

 **SECRETARY to the Quality Manager August 2003 – May 2004**

1. **Arab United Constructions – Doha, Qatar**

 **SECRETARY to the Managing Director March 2003 – July 2003**

**Duties:**

* Attend meetings and prepare the minutes of the meeting.
* Raise Request for Inspection (RFI) as per the client’s requirement.
* Prepare Material Approval Requests in accordance with the project specifications.
* Maintaining records/files, data inputting, distributing internal and external documentation and carrying out other ad hoc clerical tasks.
1. **Phil Corporation Limited – Goa, India**

 **SYSTEM ADMINISTRATOR AND SECRETARY to VICE-PRESIDENT Feb. 1994 – Dec. 2002**

**Duties:**

* Computer system operation, taking necessary backups and performing routine activities.
* Configuring software / hardware and troubleshooting.
* Network and hardware monitoring, identifying faults and take preventing actions.
* Coordinating with Dept. of Telecommunications for maintenance of leased circuits.
* Placing orders for computers and its peripherals and network peripherals.
1. **Fabril Gasosa – Goa, India**

 **COMPUTER OPERATOR August 1992 – January 1994**

**Duties:**

* Daily computerized billing and stock updates.
* Maintain inventory of Raw Material.

**Academic Qualifications**

* Under - graduate
* Diploma in Computer Management

**Personal Details**

* Birth – 11th January 1974
* UAE Driving Licence (LMV)