

**MOHAMMED**

[**MOHAMMED.350430@2freemail.com**](mailto:MOHAMMED.350430@2freemail.com)

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**CAREEROBJECTIVE:**

Professional Administratorwith more than 3 years of experience, looking for an opportunity in a reputed organization.

**CAREER PROFILE/SKILLS:**

* Self Confidence.
* Quick learning.
* Hardworking

**PROFESSIONAL WORK EXPERIENCE:**



**Organization:** **INMA Utilities and Contracting Co.**

(Electro Mechanical company in Saudi Arabia)

**Tenure:**  Nov 2012 – Dec 2015

**Designations:** Administrative Assistant.

**Responsibilities:**

* Liaising effectively with the Project Manager, Engineers, Site Staffs, and external contacts on behalf of the project office.
* Coordinating and organizing meetings/seminars within the project office, and with external clients, and assist with the preparation of presentations, agendas and minutes.
* Providing efficient word processing, clerical, photocopying, filing and minute taking duties in respect of the Project.
* Screening incoming mails and telephone calls, action responses & redirect correspondence where necessary.
* Organizing and coordinating travel requests for the Project Manager and other Engineers, relating to the project where and when required.
* Maintaining confidential records and filing of reports, correspondence and related material for ease of retrieval.
* Performing secretarial, administrative, organizing and research tasks requiring a sound understanding of organization policy and structure.
* Coordinating and ordering of stationary and office supplies.
* Proposing improvements to internal processes and procedures for the efficient and effective administration of all office procedures within the project office.
* Other duties as assigned by the Project Manager

**ACADEMIC EDUCATION:**

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| **DEGREE** | **EXAMINING BODY:** | **YEAR** |
| Graduation | Osmania University of Hyderabad | 2008 |
| Intermediate | Board of Intermediate Education, Hyderabad | 2005 |

**CERTIFICATION/ ADDITIONAL SKILLS:**

* **MS Office** (MS Word, MS Power Point, MS Excel an MS Outlook)

**PERSONAL INFORMATION:**

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**Date of Birth** : 15th Aug 1987.

**Religion**  : Islam

**Nationality** : Indian.

**Language :** Arabic, English, Urdu, Hindi.

**Visa Type :** Visit Visa

**Visa Expiry Date :** 25 April 2017

REFERENCE: -

Available upon request

**-------------------------------------------------Thank You -------------------------------------------**