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**RESUME**

**Syed**

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**SEEK THE CHALLENGING POSITION OF EXECUTIVE SECRETARY**

A highly talented Executive Secretary with huge experience in performing a variety of

general office clerical duties and providing secretarial support service for administrative

functions.

**SUMMARY OF QUALIFICATIONS**

* More than 10+ year’s experience.
* Great knowledge of office practices and procedures; business correspondence; recordkeeping systems; office machine operation; English grammar including usage and composition; telephone etiquette.
* Exceptional ability to perform filing, recordkeeping and other related clerical tasks.
* Strong ability to exercise judgment and tact in dealing with the public and other employees.
* Excellent ability to work under minimal supervision and prioritize work.
* In-depth ability to clearly explain policies, procedures and regulations.
* Strong ability to work with a variety of people.
* Proven ability to take and record dictation for letters, reports, and other correspondence and to transcribe these notes into finished copy, depending upon position.
* In-depth ability to type correspondence and other documents in a variety of formats on a typewriter or personal computer from clear copy or rough drafts at a minimum of 30 words per minute or a speed necessary for successful job performance.

**PROFESSIONAL EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No** | **Company Name** | **Designation** | **Years of Experience** |
| **1** | BALAJI STEEL INDUSTRIES – INDIA  JUNE 2003 ➔DEC'2007 | OFFICE ASSISTANT | **4.6 years** |
| **2** | MOALEEM BARKA –OMAN  FEB' 2008 ➔ FEB'2010 | ASST. SECRETARY | **2 Years** |
| **3** | A.M ENTERPRISES – INDIA  APRIL’ 2010 ➔ APRIL’ 2014 | SECRETARY | **4 Years** |

**ENVICON EMIRATES – AL AIN UAE.**

**May ’2014 ➔ PRESENT**

As A SECRETARY:

* Serve as Executive secretary, provide information; keyboard correspondence and related matters; prepare and maintain files and records.
* Prepare general correspondences, memorandums, reports, schedules, purchase orders and other materials from rough draft, copy, & Material Submittals.
* Preparing Daily Report.
* Preparing submittals for monthly project reports.
* Maintaining project related all log sheets. (Drawing Log, Material Log & Material Submittal Logs)
* Collect and prepare data for records and reports.
* Compile and produce statistical information and reports.
* Make arithmetical calculations.
* Requisition supplies and materials for office and office copy equipment.
* Maintain financial transactions of office funds.
* Receive, route, sort, and process mail.
* Perform multi-pragmatic tasks successfully.
* Maintain filing system as required by supervisor.
* Operate standard office equipment to include word-processing and data processing equipment, copiers, laminators, etc.
* Maintain confidential information of office related information.

**QUALIFICATION:**

|  |  |  |
| --- | --- | --- |
| QUALIFICATION | UNIVERSITY / BOARD | YEAR |
| **Bachelor of Commerce** | **Sri Venkateswara University,**  **Tirupathi, Andhra Pradesh, INDIA** | **2000-2003** |

**TECHNICAL & PERSONAL EXPERIENCE:**

* Excellent Command in MS-Office

**PERSONAL DETAILS:**

Date of Birth  **: 04/07/1979**

Languages Known : **English, Urdu, Hindi, and Telugu.**

**JOB Details:-**

Current Position ➔ Secretary

Current location ➔ Al Ain – UAE.

Highest educational attainment ➔ Bachelor of Commerce

Current monthly Basic salary with benefits -➔ 4500 Dhs

Expected monthly salary ➔ Negotiable

Joining time required ➔ 30 Days

Total work experience ➔ 10+ Years

Gulf/Overseas experience ➔ 2+ Years

Nationality ➔ Indian