CURRICULUM VITAE



BADIUZZAMAN

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**Objective:**

Highly organized secretarial candidate with extensive experience in office administration seeks opportunity to streamline and improve administrative functions.

**Personal Profiles:**

Gender: **Male** Nationality: **Indian** Religion: **Islam** Marital Status: **Married (3 Kids)**

**Educational Qualification:**

* Title: **Bachelor of Commerce (B. Com.)**, Utkal University, Bhubaneswar, Odisha, India

**Professional Qualification:**

* **P.G. Diploma in Computer Science,** Grey Cells Computer Centre, Mumbai, India.
* **Diploma in MS Office,** REFAI Institute of Computer Technology, Mumbai, India.
* **Diploma in Financial Management (Tally)**, REFAI Institute for Computer Technology, Mumbai.
* **Diploma in English Typing**, REFAI Commercial Institute, Mumbai, India.

**Working Experience:**

* Date: **02 June 2012 – 01 June 2016,** Company: **Fal Holdings Arabia Co. Ltd., Riyadh, KSA**

Position Held: **Administrative Secretary**

**Duties & Responsibilities**:

**(i)** Read and analyze incoming memos, submissions, and reports in order to determine their significance and plan their distribution. **(ii)** Performs secretarial duties, data entry, receives and screens office calls and correspondence, responds to routine telephone inquiries**. (iii)** Composes letters, memorandum, develops charts, graphs, and diagrams. **(iv)** Scanning and copying contracts, notes and other documents. **(v)** Schedule meetings and reserve rooms for meetings. **(vi)** Records, transcribes and distributes minutes of meetings. **(vii)** Greet visitors and determine whether they should be given access to specific individuals. **(viii)** Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work. **(ix)** Coordinates and facilitates the Managing Director’s calendar to arrange appointments. **(x)** organize and maintain filing systems. **(xi)** Ensuring office procedures and systems operate efficiently. **(xii)** Ability to work under pressure**.**

1. Date: **17 April 2006 – 17 April 2012**, Company: **Mohammad Al Rashid Trd. & Contracting Co.**,Riyadh, KSA

Position Held: **Company Secretary**

**Duties & Responsibilities:**

**(i)** Writes and distribute email, correspondence memos, letters, faxes and forms. **(ii)** Answering and directing telephone calls. **(iii)** Communicate clearly and concisely in both written and oral form. **(iv)** Receives and screens incoming calls and visitors, determines which are priority matters, and alerts the administrator or executive accordingly. **(v)** Plan meetings and take minutes. **(vi)** Maintained office scheduling and event calendars. **(vii)** Organizing and scheduling appointments. **(viii)** Raising purchase orders and chasing outstanding accounts. **(ix)** Maintain a high level of confidentiality. **(x)** Maintain contact list. **(xi)** Develop and maintain a filing system. (xii) Liaise with executives and senior administrative assistants to handle requests and queries form senior managers.

1. Dated: **May 2004 – March 2006,** Company: **SABK Industrial Equipment Factory, Riyadh**

Position Held: **Factory Secretary**

**Duties & Responsibilities:**

**(i)** Receive and dissemination of incoming correspondence and dispatch fax. **(ii)** Operate office machines like photocopier, scanner, fax, computer system etc. **(iii)** Handle business files with updated filing system. **(iv)** Prepared paperwork and other materials as needed for meetings, conferences, travel arrangements and expenses reports. **(v)** Good Command on business/legal correspondence. **(vi)** Able to work under pressure.

1. Date: **12 October 2003 – 17 April 2004**, Company: **Art of Luxury for Trd. & Contracting Est., Riyadh**

Position Held: **Executive Secretary**

**Duties & Responsibilities:**

**(i)** Receive and circulation of incoming correspondence and sending faxes. **(ii)** Operate office equipment like fax, scanner and other systems. **(iii)** Maintained and handle business files with updated filing system. **(iv)** Performs general office duties such as ordering office supplies. **(v)** Maintained office scheduling and event calendars. **(vi)** Schedule meetings and reserve rooms for meetings. **(vii)** Arrangement of traveling tickets for staff. **(viii)** Able to work under pressure.

1. Date: **18 April 1998 – 12 August 2003**, Company: **Al Hussain & Abdul Karim Trd. Co., Riyadh, SA**

Position Held: **Data Entry Operator**

**Duties & Responsibilities** :

**(i)** Prepares source data for computer entry by compiling and sorting information, establishing entry priorities. **(ii)** Ensure the source data is accurate before punching into the system. **(iii)** Verify data by comparing it to source documents. **(iv)** Input data into a variety of computer programs with pace and correctness. (**v)** Secures information by completing data base backups. **(vi)** Keep information confidential. **(vii)** Operation of office machines such as photocopier, scanner, fax, computer system etc. **(viii)** Answer phones and create notifications in the system.

1. Date: **April 1996 – December 1996,** Company: **Shree Consultancy Services, Mumbai, India**

Position Held: **Data Entry Operator**

**Duties & Responsibilities:**

**(i)** Entering data accurately onto computerised databases. **(ii)** Lifting of files and boxes containing paper records. **(iii)** Preparation of weekly, monthly reports. **(iv)** Occasionally carrying out various administration tasks like, photocopying, filing.

**Languages Known:**

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| --- | --- | --- | --- | --- | --- | --- |
| **Languages** | | **Writing** | | **Speaking** | | **Reading** |
| English | Excellent | | Excellent | | Excellent | | |
| Arabic | Good | | Fair | | Good | | |
| Urdu | Excellent | | Excellent | | Excellent | | |
| Hindi | Excellent | | Excellent | | Excellent | | |