

# Rashid Latif

## Objective

To serve the organization with full sincerity, that encourages talent, provide challenges and opportunities to progress.



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Riyadh, Saudi Arabia

## Skills

- Quick Learner
- Team Worker
- Interpersonal Skills
- Problem Solving with Technical mind
- Excelled Communication Skills
- Decision Making

## Work Experience

**Technical Secretary @ Tanhat Mining Co. Ltd, Kingdom of Saudi Arabia**  
(August, 2022 to February, 2024)

- Maintaining filing system.
- Compose, formats, prepares and edits correspondence and reports.
- Enters, updates and verifies information from electronic files.
- Keeps informed of office details and advises management of problems.
- Determines needs and orders office supplies, equipment, repair and maintenance services.
- Having very good Knowledge of Microsoft Office (Word, Excel and Outlook)
- Prepare Quotations as detailed in BOQ.
- Prepare Purchase Orders
- Maintain the Purchase Orders & Service Orders data.
- Prepare blocks Sale & Purchase Orders.
- Prepare Job Orders & Sales Invoices.
- Prepare balance sheets and handling of office Petty Cash on daily basis & having record for finance on monthly basis with Hardcopies.

**Technical Secretary @ Tanhat Mining Co. Ltd, Kingdom of Saudi Arabia**  
(October, 2018 to August 2021)

- Maintaining filing system.
- Compose, formats, prepares and edits correspondence and reports.
- Enters, updates and verifies information from electronic files.
- Keeps informed of office details and advises management of problems.
- Determines needs and orders office supplies, equipment, repair and maintenance services.
- Having very good Knowledge of Microsoft Office (Word, Excel and Outlook)
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- Prepare Job Orders & Invoices.

#### Surveyor Coordinator @ Fabcon Contractors Pvt. Ltd

##### One Semester of Internship at Cherat Cement Pakistan Production Plant 2 (2015)

- Reading Civil Engineering drawings for Cement Silos
- Surveying with theodolite and auto leveling.
- Marking of Layout according to design using center to center method.
- Laying for pit works for
- Supervise the Work

#### Teacher @ Sir Sayyed Private Public School Gojra

- Math and Science for 4<sup>th</sup> to 8<sup>th</sup> Grade.
- Managing Timetable for staff.
- Managing Schools fee collections and salaries.
- Arranging and Managing Study tours for children's.

### Education

B. Tech ( <b>Hons.</b> ) Civil Engineering and Technology.	2014-2018 (3.57CGPA)
DAE Civil Technology.	2011-2013(69.97%)
Matriculation (Science).	2010(70%)

### Personal Information

<b>Date of Birth:</b>	25 <sup>th</sup> December 1995
<b>Nationality:</b>	Pakistani
<b>Religion:</b>	Islam
<b>Marital Status:</b>	Married

### Languages

English	Urdu	Arabic
Fair Spoken & Written	Fluent Spoken & Written	Fair Spoken