



Khan Mohammad Arshad

Office Admin

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7/5/23B Lalbagh bans mandi
faizabad up, Faizabad , 224001,
India

Date / Place of birth

06/05/1978 / Faizabad

Driving license

Yea

Nationality

Indian

Profile

Highly dynamic Office Administrator adept in providing administrative support to office staff to ensure optimal productivity and efficiency. Demonstrating a proven ability to manage multiple priorities in a deadline driven environment, while remaining attune to the ways in which I can be of service.

Employment History

Office Administrator and material coordinator.stock inventory controller at Al-Watania poultry and agricultural (kingdom of Saudi Arabia), Faizabad

08/2000–09/2005

- Responsible for overseeing all administrative processes, including new and existing client filing systems and the creation of the master schedule.
- Manage the reception area and staff to achieve effective communication both internally and externally.
- Assist staff with any clerical or administrative tasks and offer suggestions to streamline and improve processes.
- Prepare routine correspondence, office forms and/or other business related documents.
- Perform office supply inventory and replenishment services as needed.
- Arrange meetings and conferences, maintain calendars and make travel reservations.
- Assist with the scheduling of employee training.

Asstt.store manager and material purchase manager at Al khaireen construction wll, Doha

07/2006–02/2007

Gasoline station manager at Engr. Badar bin saad al muratiree, Al mazmaa Ksa

08/2007–10/2009

- Maintained a clean and organized work station
- Maintained a clean and organized work station to ensure cleanliness and safety
- Manager customer loan portfolios, ensuring timely payments and tracking loan performance

Skills

Excellent Customer Service Skills
Administrative Skills
Staff Coordination Skills
Project Management Skills
Multitasking Skills
Clerical Skills
Complex Problem Solving
Business Development Strategies

Languages

Urdu English Arabic Native speaker
English Working knowledge

References

References available upon request

Education

Bachelor of Science, DAV degree college kanpur

07/1997–05/2000