

Curriculum Vitae

IMRAN SHAIKH



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Executive SUMMARY

I am a highly experienced **Executive Secretary with 14 years** of dedicated service in providing comprehensive administrative support to C-level executives, including Vice Chancellors, CEOs, and Directors across various sectors. Based in Hyderabad, Sindh, Pakistan, I possess a robust skill set in managing high-pressure environments, ensuring seamless organizational flow, and maintaining confidentiality in sensitive matters.

My expertise encompasses a wide range of administrative functions, including diary management, travel coordination, travel documents preparation, and office management. **Proficient in AI Tools like Vertex-AI, Gemini-AI, Google Workplace, Google Calander, MS Office Suite, ERP systems, and various administrative software tools**, I am adept at multitasking and prioritizing tasks effectively to meet deadlines. My strong organizational and time management skills, coupled with excellent communication abilities, enable me to foster productive relationships with stakeholders at all levels.

My career history includes significant roles such as Executive Secretary to the Vice Chancellor at Isra University, where I provided high-level administrative support, managed complex schedules, and facilitated communication between the Vice Chancellor's office and various departments. In my previous experience as Executive Secretary to the CEO at PIBT and other organizations further highlights my capability in handling confidential information, organizing meetings, and managing travel arrangements.

Fluent in ***English, Arabic, Urdu, and Sindhi***, I'm well-equipped to work in multicultural environments, demonstrating flexibility and maturity in my approach. My commitment to excellence and proactive problem-solving skills makes me an invaluable asset to any organization seeking a skilled administrative professional.




























I am currently seeking a suitable position within a progressive company that values a talented administrative team and offers opportunities for growth and development.

PERSONNEL ATTRIBUTE

- Reliable, trustworthy.
- Hard worker.
- Hard working team player, reliable and conscientious.
- Good communication skills (oral and written).
- Strong organizational and time management skills.
- Flexible and mature approach with ability to work under pressure.
- Work well even under pressure without close supervision.
- Willingness to work in a multicultural environment.

Position Applied For: Executive Secretary to CEO

SOFTWARE'S & ONLINE TOOLS COMPETENCIES

	Vertex-AI	-	Excellent	
	Gemini-AI	-	Excellent	
	Chat GPT	-	Excellent	
	Google Workplace	-	Excellent	
	Google Calendar	-	Excellent	
	MS Office Word	-	Excellent	
	MS Office Excel	-	Excellent	
	MS PowerPoint	-	Excellent	
	MS Outlook	-	Excellent	
	Adobe Acrobat	-	Excellent	
	ERP System	-	Excellent	
	Tally	-	Excellent	
	Nitro Pdf Professional	-	Excellent	
	Internet Applications	-	Excellent	

GENERAL ADMINISTRATIVE SKILLS

- Sound full knowledge of Administrative Assistant / Secretarial works.
- Inventory Management.
- HR Recruitment.
- Inventory Control.
- Customer Contact.
- Data Entry.
- Delivering documents and commodities.
- Editing Documents.
- General Administrative Secretarial Duties.
- Appointments Management.
- Document / File Management.
- Phoned Management.
- Scanning.
- Sorting Posts.
- Supplier list management.
- Segregating Documents.
- Arrangement of Documents for Translation.
- Typing Reports.
- Letter / Inquiry Correspondence.
- Database Administration.
- Phone Dictation.
- Verbal Dictation.
- Written Dictation.
- Freight Management.
- Information Management.
- Internet Research Skills.
- Calendar / Diary / Notebook Management.
- Proof reading.
- Purchasing.



EXECUTIVE SECRETARY TO VICE CHANCELLOR

ISRA UNIVERSITY | 27-01-24 to till date

NEW Hala, Mirpur Khas Road Link, Hyderabad, Pakistan



<https://isra.edu.pk/>



ISRA UNIVERSITY
■ Hyderabad ■ Karachi ■ Islamabad

Key Responsibilities

- Provide a high standard of Executive Secretarial and Administrative support to the Head of a large complex organization.
- Working effectively as a member of the Vice-Chancellor's Office Support team, ensuring a timely and professional approach that reflects positively on the senior management team.
- Deal with incoming mail and email, prioritize, forward or copy as necessary and prepare responses as directed by Vice Chancellor, **with the complex usage of Gemini AI and Vertex-AI tools.**
- A first point of contact with visitors to the Vice-Chancellor and contribute to their perception of the university as a first-class Higher Education Institution.
- Working closely with and enables the Vice Chancellor to be as efficient and effective as possible.
- Establish and maintain professional working relationships with contacts within the University at all levels and with external organizations and individuals.
- Plans, coordinate and ensure the Vice Chancellor's schedule is followed and respected. Provide "gatekeeper" and "gateway" roles, creating win-win situations for direct access to the Vice Chancellor's time and office.
- Provide comprehensive and confidential diary management, executive secretarial, and office organization and support to the Vice-Chancellor to ensure smooth running of the office.
- Manage the Vice-Chancellor's appointments in the most effective way to ensure the best use of the Vice-Chancellor's time.
- Ensure the Vice-Chancellor has comprehensive details of appointments and all necessary paperwork by use of a bring forward system.

- Take dictation type letters, memos and papers using Google Workspace and Microsoft Office Suite and Ensure confidentiality and sensitivity at all times.
- Deal with and determine the importance of incoming telephone calls in a sensitive and professional manners. Receive and pass on messages, often of a detailed and confidential nature.
- Take minutes of meetings, follow-ups with concerned attendees, take status and share final status on working report / projects to the Vice Chancellor.
- Completes a broad variety of administrative tasks for the Vice Chancellor including, managing an extremely active e-calendar of appointments and reschedule, as desired

by Competent Authority.

- Arrange extremely active meetings physically or by zoom online, and share agendas of the meeting among meeting attendees and Ensure confidentiality and sensitivity at all times.
- Organize meetings, Executive lunches and dinners timely and swiftly.
- Arrange, organize events with ORIC department and Students Activities & Athletics department of the university and present Traditional Gifts and souvenirs to all participants.
- Prioritize conflicting needs, handle matter expeditiously, and proactively, and follows through on tasks to successful completion. Often with deadline pressure.
- Maintain files for the Vice Chancellor, ensuring that material is properly marked and accessible for immediate use.
- Arrange documents for the Visa process for the Vice Chancellor and family members and Manage travel arrangements, Hotel reservations bookings Internationally / locally, and Seminar bookings for the Vice Chancellor domestically and internationally.
- Establish and maintain an appropriate information storage and retrieval system.
- Assist with the development and management of events organized by the Vice-Chancellor's office (e.g. staff awards, internal conferences, and public lectures).
- Respond to enquiries in a timely and swift and effective manner.
- Timely production and delivery of work to agreed timescales, quality and to plan.
- Relay directives, instructions, and assignments to faculty Deans, as directed by Vice Chancellor.
- Prioritizes conflicting needs, handles matter expeditiously, and proactively, and follows through on tasks to successful completion. Often with deadline pressure.
- Maintain a high degree of confidentiality and maturity to handle matters with tact and discretion.
- Using an electrical filing system to avoid making bunches of box files instantly scanned and saved in the destination drive and google drive.
- Arrange and organize Grocery (Rashan) distribution event on a yearly basis, as directed by Vice Chancellor.
- Arrange, organize and distribute seasonal and traditional Gifts to Internal & External Stack holders, as directed by Vice Chancellor.

EXECUTIVE SECRETARY TO CEO | 07-01-19 to 27-08-21

PIBT-PAKISTAN INTERNATIONAL BULK TERMINAL LTD.

2nd Floor, Business Plaza, Mumtaz Hassan Road / Karachi / Pakistan



<http://pibt.com.pk/index.aspx>



Key Responsibilities

- Provide Executive Secretary support to CEO.

- Organize and arrange internal & external meetings for the CEO.
- Completes a broad variety of administrative tasks for the CEO including: managing an extremely active calendar of appointments; completing expense report; composing and assist in preparation of correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Prepare confidential and sensitive documents for CEO.
- Research, prioritizes, and follow-up on incoming issues and concerns addressed to the CEO, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Provide a bridge for smooth communication between the CEO office and internal departments, demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Successfully completes critical aspects of deliverables with a hands-on approach, including assisting in drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the company.
- Prioritizes conflicting needs, handle matters expeditiously, proactively and follows-through on tasks to successful completion. Often with deadline pressure.
- Assist board members with travel management, lodging, and meal planning, as needed.
- Maintain discretion and confidentiality in relationships with all board members.
- Adhere to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic / paper format.
- Ensure that the CEO bio is kept updated and responds to requests for materials regarding the CEO and the organization in general.
- Maintain files for the CEO ensuring that material is properly marked and accessible for immediate use.
- Plans, coordinate and ensure the CEO's schedule is followed and respected. Provide "gatekeeper" and "gateway" role, creating win-win situations for direct access to the CEO's time and office.
- Relay directives, instructions and assignments to higher management.
- Manage the meetings and book facilities for the meeting room, ensure that conference hall is equipped properly, schedule meetings, resolve diary clashes of the CEO and communicate to the board directly on behalf of the CEO. The additional task include screening the incoming calls, prioritizing such calls, making notes of vital information and replying to emails on behalf of the CEO.
- Arrange documents for Visa process for CEO and family members, Manage travel arrangements, Hotels reservations bookings Internationally / locally, and Seminar bookings for CEO domestically and internationally.
- Ensure proper arrangement for Visa, Invitation Letters and Recommendation Letters for such business visitors.
- Kept separately and secure personal data and record of CEO.
- Posting and ensuring delivery of Greetings Cards, Calendars and diaries and keeping track record in soft and hard copy.

- Collect, maintain & organize travel vouchers, invoices of CEO follow-up with Finance Department for necessary reimbursement.
- Provide Executive Secretarial support to CEO for day-to-day activity, organize diary, meetings arrangement, takes notes, dictation verbally and written to prepare responses of letters for clients.
- Making ensures a safe and healthy working environment and that best practices are followed in the designed areas.
- Making ensure implementation of PIBT QHSE policy, fire and emergency procedures.
- Processing incoming and outgoing mails, arrange excel charts, power point presentations to describe company profile.
- Contribute proactively to the department's project-work in defined areas.
- Screening, organizing and directing incoming e-mail, Faxes and Post.
- Maintain high degrees of confidentiality and maturity to handle matters with tact and discretion.
- Manage a variety of tasks simultaneously and often under pressure and have ability to work under a great deal of stress.
- Updating employee administrative records.
- Creating and maintaining filing system, maintaining and organizing all office supplies; and general administrative functions, filing, faxing, coping.
- Use MS office applications, convert files from word to pdf, pdf to word, excel to pdf, pdf to excel, thru using variety of applications and formats to meet standards, burning the Documents CD's, Dvd's, which we have received from the Different Client's thru **Fedex** or **DHL**, and as per instruction, immediately save it to concerned Network shared folder and put all data inside this folder, develop word processing documents and basic spreadsheets, letters, data entry, typing minutes of meeting.
- Using electrical filing system to avoid making bunches of box files instantly scanned it and save it in destination drive and related folder.
- Responsible for handling incoming and outgoing communication, filing and administrative work, executive assistants, in charge of scheduling meetings, maintaining complex filing systems and databases, document review and preparation and overseeing other staff.

EXPERIENCE IN TANZANIA:

EXECUTIVE SECRETARY TO CEO

15-07-17 to 28/09/17

TPPL-TANGA PHARMACEUTICAL & PLASTICS LTD.




Duga Industrial Area / Tanga - TANZANIA



<http://www.tppl.co.tz/>



Key Responsibilities

- Prepare Import Documentation.
- Procedure for applying Chemical Permits and payments procedure.
- Import TFDA application procedure. (<https://www.tfda.go.tz/index/>) 
- Prepare and process of IDF for clearing the containers for Tanga & Dar Es Salaam city.
- Preparation of Permit Applications for Expatriates employees.
- Updating Purchasing Control sheets in Excel for Tanga & Dar Es Salaam City.
- Update Perfume Sheets in Excel.
- Updating Label Sheet.
- Renewals of Property Tax, Firearms, TFDA Business & GCLA License. 
- Renewals of Local Trademarks – Tanzania.
- Application and renewals of Foreign Trademarks.
- Checking Trademarks in BRELA. 
- Export TFDA Application procedure.
- Processing of Domestic tickets for Top Management.
- Processing of International Tickets for all Expatriates employees.
- Entering Raw material in Tally.
- Entering Box requisitions in Tally.
- Bottle & Caps requisition entry in Excel sheet.
- Sending Original Documents & payment checks to clearing agents of Tanga City.
- Sending the Original documents for clearing agents of Dar Es Salaam City.
- Providing the packing list to the warehouse team whenever the containers arrive.
- Following up with the clearing agents for Assessments of the containers arrived at Port.

- Processing the wharfage payments received from Tanga & Dar Es Salaam clearing agents.
- Prepare documents for parcels through RAHALEO, DHL, FedEx.
- Prepare and process documents for work and residence permits for Expatriates employees.

- Procedure and process of endorsing Passports, once the original Work and Residence permits are received.
- Proper Filing the Requisition's Materials, Bottle & Caps requisitions and carton boxes requisitions.
- Checking the vessels' arrival details through Bill of Lading no's. of different shipping lines.
- Scheduling and arranging important meetings and conferences whenever required and Prepare agenda for meetings.
- Plan and arrange travel schedules and reservation for the superiors and executive management as needed.
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- Maintain hard copy and electronic filing system.
- Responding to the client and customer inquiries on a timely basis and providing word processing and secretarial support wherever necessary.
- Undertaking research, gathering information, as well as sorting and categorizing it accordingly.
- Coordinating between vendors and suppliers.

EXPERIENCE IN SAUDI ARABIA:

EXECUTIVE SECRETARY TO CEO & AVP

21-01-15 to 10/08/16

NAWAF ABALKHAIL CONT.& LOGISTICS EST.

Hai-As-Sahafa / Riyadh / Central Region KSA



<http://www.nsaconsultancy.com/>






مؤسسة نواف أبا الخيل للمقاولات والخدمات اللوجيستية
Nawaf Abalkhail Contracting and Logistics Est.
P.O. Box 8103 Riyadh-11482 CR. # 1010272321

نواف أبا الخيل

Key Responsibilities

- Provide Executive Assistant support to CEO.
- Co-ordinates and organize internal & external meetings for CEO / Vice President/ GM / HR Chief / Chief Finance Manager, and with the vendors.
- Manage travel arrangements, Hotels reservations bookings Internationally / locally and Seminar bookings for CEO/ Vice President/ GM of the Company and Top Management officials domestically and internationally.
- Collect, maintain & organize travel vouchers, invoices of CEO / Vice President / GM and follow-up with the Finance Department for necessary reimbursement.
- Provide secretarial support to Vice President and coordinate day-to-day activity, organize diary, meetings arrangement, takes notes, dictation verbally and written and prepare responses to letters for clients.
- Provide Administrative, Executive Secretarial support to GM and coordinate day-to-day activity, organize diary, meetings arrangement, take notes, dictation verbally and written and prepare responses of letter for vendors / suppliers.

NSAC
مكتب نواف ابا الخيل للاستشارات

- Provide Administrative / Executive Secretarial support to HR Chief and coordinate day-to-day activity, organize diary, meetings & interviews arrangement, takes notes, dictation verbally and written and prepared responses of letter, Internal Memos for internal departments and recruitment companies.
- Provide HR recruitment support to HR Chief to find well qualified candidates through available social media    recruitment networks.
- Provide Administrative Assistant / Executive Secretarial support to Chief Finance Manager and coordinate day-to-day activity, organize diary, meetings arrangement, takes notes, dictation verbally and written and prepare responses of letter for vendors / Suppliers.
- Processing incoming and outgoing e-mail, arrange excel charts, power point presentations to describe company profile as well-as projects status.
- Contribute proactively to the department's project-work in defined areas.
- Assist with translation through computerized software and available resources, as-well-as Certified Translations Offices, and other ad hoc tasks.
- Screening, organizing and directing incoming e-mail, Faxes and Post.
- Frequently manage external office tasks like getting attestation from chamber of Commerce & industry, binding hard copies of Feasibility Study Reports, Presentations, Contract Papers, as well as other related Financial Reports with meet the deadlines for the required tasks.
- Maintain high degrees of confidentiality and maturity to handle matters with tact and discretion.
- Manage a variety of tasks simultaneously and often under pressure and have ability to work under a great deal of stress.
- Updating employee administrative records.
- Creating and maintaining filing system, maintaining and organizing all office supplies; and general administrative functions, filing, faxing, coping.
- Takes dictations orally and written, sending inquiries to companies to have quotations for concerns items.
- Prepare responses to correspondence containing routine inquiries.
- Use MS office applications, also convert files from word to pdf, pdf to word, excel to pdf, pdf to excel, thru using variety of applications and formats to meet standards, burning the Documents CD's, Dvd's, which we have received from the Different Client's thru **Fedex** or **DHL**, takes advise from the concerned Head of the Department and as per its instruction, immediately save it to concerned Network shared folder, arrange new folder for the new job and put all data inside this folder what I have received from the Client, develop word processing documents and basic spreadsheets, letters, data entry, typing minutes of meeting.
- Using electrical filing system to avoid making bunches of box files for example, receive quotation, instantly scanned it and save it in destination drive and related folder.
- Responsible for assisting a high-level manager with correspondence, appointments, and administrative tasks.

- Responsible for handling incoming and outgoing communication, filing and clerical work, executive assistants, in charge of scheduling meetings, maintaining complex filing systems and databases, document review and preparation and overseeing other staff.

SR. SECRETARY TO DIRECTOR | 10-04-10 to 20-01-15

CCE-Contracting & Construction Enterprises Ltd

Olaya District / Riyadh / Central Region – KSA



<http://ccesaudi.com/>



Contracting &
Construction
Enterprises

شركة التجهيزات والمشاريع الإنشائية المحدودة

Key Responsibilities

- Provide Administrative Assistant / Sr. Secretarial support to Director Estimation & Tendering, to coordinate day-to-day activity, organize diary, meetings arrangement, take notes, dictation verbally and written and prepare responses of letter for International / local vendors / suppliers.
- Provide also time-to-time secretarial support to the Executive Director of the Company and coordinate day-to-day activity, organize diary, arrange meetings, take notes, dictation verbally and written and prepare responses of letter for International / local vendors / suppliers.
- Provide secretarial support to Senior Civil & Architectural Manager and coordinate day-to-day activity, organize diary, meetings arrangement, takes notes, dictation verbally and written and prepare responses of letter for vendors / suppliers.
- Provide Administrative / Secretarial support to Sr. Electro-Mechanical Manager and coordinate day-to-day activity, organize diary, meetings arrangement, take notes, dictation verbally and written and prepare responses of letters for vendors / suppliers.
- Manage travel arrangements and Hotel reservations, bookings for Director Estimation & Tendering for domestically and internationally, as-well-as, manage travel arrangement for Civil & Architectural Manager/ Electro-Mechanical Manager and other related Senior Engineers staff.
- Collect, maintain & organize travel vouchers, invoices of Director Estimation & Tendering/ Civil & Architectural Manager/ Electro-Mechanical Manager and follow-up with the Finance Department for necessary reimbursement.
- Prepare Monthly Time Sheets of all staff members of Estimation & Tendering Department, get an authorized signature from Director Estimation & Tendering and forward it to Payroll department through internal memo for further process.
- Processing incoming and outgoing mails, arrange excel charts, power point presentations to describe company profile as-well-as projects status.
- Screening, organizing and directing incoming e-mail, Faxes and Post.
- Greeting all incoming visitors to the office in a friendly, professional, hospitable manner.
- Updating employee administrative records.
- Creating and maintaining filing system, maintaining and organizing all office supplies; and general administrative functions, filing, faxing, coping.

- Maintaining the data shared between the departments, by filing and recording the information accordingly (as hard copies and electronic filing system).
- Takes dictations orally and written, sending inquiries to companies to have quotations for concerns items.
- Prepare responses to correspondence containing routine inquiries.
- Download Bid Documents through ftp Server from different Client's, arrange it, save it to concerned department server and forward it to concern Head of the Department, print copies of bid documents and distribute to concerned official only.
- Upload Bid Documents / Tender Clarification / Technical Proposals and Pre-Qualifications through ftp Server or Mediafire.com / Sharefile.com and many more applications to Client's, keep hard and electronic copy for record in a professional manner.
- Receive Quotations from the suppliers, through fax or e-mail, immediately arrange it, make copy for the concerned Engineer's, also keep hard copy for office file and also scanned it and save it in electronically shared folder saved in the concerned Department Network shared folder; only the concerned department and specifically concerned Engineers can access this folder.
- Use MS office applications, also convert files from word to pdf, pdf to word, excel to pdf, pdf to excel, thru using variety of applications and formats to meet standards, burning the Documents CD's, Dvd's, which we have received from the Different Client's thru **FedEx** or **DHL**, takes advise from the concerned Head of the Department and as per its instruction, immediately save it to concerned Network shared folder, arrange new folder for the new job and put all data inside this folder what I have received from the Client, develop word processing documents and basic spreadsheets, letters, data entry, typing minutes of meeting, and inter office memos.
- Responsible for sending inquiries to suppliers for the concern's Items; receiving quotation and sending them to concern's Engineer's.
- Using electrical filing system to avoid making bunches of box files for example, receive quotation, instantly scanned it and save it in destination drive and related folder.
- Organizing all office supplies; and general administrative functions, filing, faxing, coping.
- Screening, organizing and directing incoming e-mail, Faxes and Post.

EXECUTIVE SECRETARY TO CEO | 05-05-09 to 08-04-10
BETA TEK Construction and Engineering INC. Co.
(Turkish Group)

Hai-Al-Marouj / Riyadh / Central Region - KSA

 <http://www.betagrupal.com/>



للإنشاءات والتعميرات الصحية والتجارة المحدودة شركة بيتا تك
 BETA TEK INSAAT TESISAT VE TICARET LTD. SİRKETİ

Key Responsibilities

- Provide Administrative Assistant / Executive Secretarial support to CEO.
- Co-ordinates and organize internal meetings with the CEO/ Regional Manager Manager / Senior Admin Manager, and with the vendors.
- Manage travel arrangements and Hotel reservations, bookings for CEO / Vice

President / Managing Director / Regional Manager / Senior Admin Manager of the Company and also Top Management officials for domestically and internationally.

- Collect, maintain & organize travel vouchers, invoices of CEO/ Regional Manager Manager/ Admin Manager and follow-up with the Finance Department for necessary reimbursement.
- Provide secretarial support to Regional Manager / Senior Admin Manager and coordinate day-to-day activity, organize diary, meetings arrangement, takes notes, dictation verbally and written and prepare responses of letter for clients.
- Organizing and maintaining diaries and making appointments for Top Officials.
- Screening, organizing and directing incoming e-mail, Faxes and Post.
- Processing incoming and outgoing e-mail, arrange excel charts, power point presentations to describe company profile as well-as projects status.
- Creating and maintaining filing system, maintaining and organizing all office supplies; and general administrative functions, filing, faxing, coping.
- Screening and directing telephone calls, inquiries and requests, and handling them in appropriate manner.
- Creating and maintaining filing system, maintaining and organizing all office supplies; and general administrative functions, filing, faxing, coping.
- Handle telephone calls, inquiries and requests in an appropriate manner.

PERSONAL SECRETARY TO DIRECTOR PROJECTS

05-05-07 to 03-05-09

RCCI - Riyadh Chamber Of Commerce & Industry

Riyadh / Central Region - KSA



<http://chamber.sa/> // <http://ricec.com.sa>



- Diligently performed as **Personal Secretary** to Director Projects of **RCCI**. (Riyadh Chamber Of Commerce & Industry) at (Riyadh International Convention & Exhibition Center – (RICEC, Project).

Key Responsibilities

- Provide Administrative Assistant / Personnel Secretarial support to Director Projects of RCCI.
- Manage travel arrangements, Hotels reservations internationally / locally, bookings for Director Projects of RCCI for domestically and internationally.
- Screening and directing telephone calls, inquiries and requests, and handling them in appropriate manner.
- Meeting and greeting visitors at all levels of seniority.
- Preparing Inter Office Memos, Site Memos, RFI's (Request for Inspection), RFP's (Request for Proposal), Letters, Meeting Agendas, maintaining time sheet for all Staff members.
- Organizing and maintaining diaries and making appointments.

- Screening, organizing and directing incoming e-mail, Faxes and Post.
- Devising and maintaining office systems, including data management, filing, etc.
- Creating and maintaining filing system, maintaining and organizing all office supplies; and general administrative functions, filing, faxing, coping.
- Processing incoming and outgoing mails, arrange excel charts, power point presentations to describe project status.
- Complete other administrative tasks, as required by management.
- Works with other corporate staff and works as a team with other staff members.

SITE SECRETARY TO DIRECTOR PROJECTS

16-11-06 to 20-04-07

Al-Mashrik Contracting Company

Rumah, Riyadh – KSA



<http://almashrik.com/>



- Worked as **Site Secretary** with “**Al-Mashrik Construction Company**” in Roma, approx. 200km outside of **Riyadh, Saudi Arabia**.

Key Responsibilities

- Preparing Inter Office Memos, Site Memos, RFI’s (Request for Inspection), RFP’s (Request for Proposal), Letters, Meeting Agendas, maintaining time sheet for all crew members, properly handle and maintaining files for exit re-entry, vacations forms of all staff and send it to personnel department in appropriate manners.
- Processing incoming and outgoing mails, arrange excel charts, power point presentations to describe project status.
- Handle telephone calls, inquiries and requests in an appropriate manner.
- Organizing and maintaining diaries and making appointments.
- Creating and maintaining filing system, maintaining and organizing all office supplies; and general administrative functions, filing, faxing, coping.

EXPERIENCE IN PAKISTAN:



EXECUTIVE SECRETARY

Al-Noor Textile Mills Ltd

Hyderabad, Sindh / PAKISTAN

- Worked as **Executive Secretary**, I maintained office filing system and other secretarial related jobs.

JUNIOR CRIMINAL PROCEEDINGS CLERK

District & Sessions Court

District Mirpurkhas, Sindh – PAKISTAN

- Worked as **Junior Clerk** in the court of District & Sessions Judge (Mirpurkhas, Sindh, Pakistan), to handle the various kinds of Clerical matters.

EDUCATION

1995 – 1997 (Passed)

BACHELOR OF SCIENCE: (STATISTICS)

UNIVERSITY OF SINDH – JAMSHORO, SINDH, PAKISTAN



2001 – 2004 (Passed)

D.A.E: (MECHANICAL TECHNOLOGY)




GOVT. COLLEGE OF TECHNOLOGY – HYDERABAD, PAKISTAN



LANGUAGES PROFICIENCY

LANGUAGES (PROFESSIONAL PROFICIENCY)	ENGLISH	ARABIC	URDU	SINDHI
Read	✓	✓	✓	✓
Write	✓		✓	✓
Speaking	✓	✓	✓	✓

PERSONNEL INFORMATION

PLACE & DATE OF BIRTH : HYDERABAD, 10th APRIL, 1978
NATIONALITY : PAKISTANI
MARITAL STATUS : MARRIED
S.N.I.C # : 41304 – 0599932 – 9
PASSPORT : Valid Up-To: 17-07-2026
CURRENT ADDRESS : B/70, Block “A” Unit # 6, Latifabad, Hyderabad
Sindh - PAKISTAN
DRIVING LICENSES : (PAKISTAN)  Valid Up-To: 29-08-2021
(SAUDI ARABIA)  Valid Up-To: 22-05-2019
(TANZANIA)  Valid Up-To: 15-08-2020

REFERENCES

➤ Can be produced on request.

DECLARATION

I hereby declare that the above information is true & correct to the best of my knowledge and belief.

Yours Faithfully



Imran Shaikh

Cell No: +923330647771