



# Mohammed Alghazali Fathi Mohammed

## Executive Secretary

### Contact

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Country Saudi Arabia  
Email Address: [Alghazalihejay93@gmail.com](mailto:Alghazalihejay93@gmail.com)  
Gender: male  
Nationality: Sudanese

**Career Objective:** An Organized and self-sufficient professional looking to leverage office administration experience and skills in documentation and database management towards supporting a company's mission and productivity goals. Confident and curious learner with strong time management skills seeking growth opportunities.

### Experiences

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Oct 2023 - Present

#### Executive Secretary

At Arabian Romoz Real Estate Co.

Location: Riyadh, Saudi Arabia

#### **Job Role:**

- Manage executives' calendars, including scheduling meetings, appointments, and coordinating travel arrangements.
- Prepare and organize materials for meetings, including agendas, presentations, and reports.
- Act as a liaison between executives and internal/external stakeholders.
- Handle telephone calls, emails, and correspondence with professionalism and discretion.
- Maintain confidentiality and handle sensitive information with integrity.
- Assist in the preparation of reports and documentation as required.
- Support special projects and initiatives as directed by executives.
- Manage office supplies and resources, ensuring efficient operation of the office.
- Develop and maintain filing systems and databases for easy access to information.
- Organizing the director/president's appointments and reminding him of them.
- Dealing with inquiries and responding to them.
- Delivering mail and correspondence to the director/president.
- Preparing periodic memos related to the work of internal organizational units.
- Conducting regular correspondence with external parties, signing it from the director/president and distributing it.
- Attending meetings, recording, and editing meeting minutes.
- Preserving documents and files related to the work of the Director/Chairman.
- Submitting, documenting and archiving work reports.

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**Mar 2022 - Sep 2023**

**Administrative Secretary**

**At Almara'a Trading Co.**

Location: Riyadh, Saudi Arabia

**Job Role:**

- Ensure that the front desk is well managed, organized and always attended to receive and direct guests as well as receive and dispatch calls, for example, seating, visibility, notice board, and cleanliness.
- Ensuring that office stationery, office supplies, and guest house supplies are ordered on time, including placing purchase orders.
- Providing secretarial support such as writing, recording minutes, drafting letters and directing them to those concerned.
- Be responsible for organizing company events such as seminars, meetings and workshops.
- Handle telephone calls, emails, and correspondence with professionalism and discretion.
- Maintain confidentiality and handle sensitive information with integrity.
- Assist in the preparation of reports and documentation as required.
- Support special projects and initiatives as directed by executives.
- Manage office supplies and resources, ensuring efficient operation of the office.
- Develop and maintain filing systems and databases for easy access to information.
- Organizing the director/president's appointments and reminding him of them.
- Maintain a record of all stationery/stocks used in the office and produce monthly reports on stationery stock.
- Assist in maintaining and preparing the updated database for all administrative activities and the company's contact list regularly to report all management activities monthly to the CEO.

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**Feb 2019 - Mar 2022**

**Administrative Secretary**

**At Jerash Systems Enterprises Co.**

Location: Khartoum, Sudan

**Job Role:**

- Ensures the day-to-day office routines.
- Oversees the facilitation, process and legalization of the presence/travel and work permits for the international staff and visitors' clearance to the Sudan program.
- Oversees the maintenance of the office equipment and the office/guest house supplies.
- Maintains orderly records of all personnel, including staff employed at field offices level through the implementation and maintenance of the soft and hard HR filing system by ensuring staff files is up to date and that proper documentation procedures are followed by conducting regular audit.
- The Country Head of Human Resources supports, provides leadership, and facilitates recruitment, reference check and

induction/onboarding processes in collaboration with other departments.

- Providing advice to executives and other employees on the company's employment law and employment policies and procedures.
- Monitors employee files and attendance and produces regular programmatic reports.
- Ensure continuous updating of the National Work Permit Supplement.

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**Feb 2015 - Feb 2019**

**Administrative & File Management**

**At Wafaa Alahoud Advanced Business Co.**

Location: Khartoum, Sudan

**Job Role:**

- Organizing the director/president's appointments and reminding him of them.
- Dealing with inquiries and responding to them.
- Delivering mail and correspondence to the director/president.
- Preparing periodic memos related to the work of internal organizational units.
- Conducting regular correspondence with external parties, signing it from the director/president and distributing it.
- Attending meetings, recording, and editing meeting minutes.
- Preserving documents and files related to the work of the Director/Chairman.
- Submitting, documenting and archiving work reports.

**Education:**

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**Sep2017**

**Bachelors of Honors in Accounting Information Systems.**

University of Neelain - Faculty of Computer Science and Information Technology.

**Language:**

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English

Arabic

**Additional:**

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I think that I will suit it due to my experience in this field as general beside that I have experience, and good ability to deal with the responsibilities and duties for this position. During my work experience I use to bring a background in training and working with different people with different levels of experience and behaviors, I'm able to work independently and planning, deliver with little supervision.