



Sajjad Ahmad

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Objective: A challenging position at a professionally managed organization where my qualification, skills and experience could be synergic in a way that it could benefit the organization and to my career growth as well.

Profile summary: A Bachelor's Degree holder in business administration and human rights studies. Experienced on administrative side As a Secretary to Executive of well reputed company in Riyadh KSA. Post experience as an Assistant to HR Manager at well reputed organization in Riyadh, KSA.

I went on Final Exit in January 2024 due to some issues back in my country Pakistan which required my presence and came back to KSA on **NEW VISA on 14th of May,2025**

ACADEMIC ATTAINMENTS:

Business Administration- (B S- HONS)

Peshawar, Pakistan

Subjects: *Business Management, Economics, Social studies,*

F.SC (Faculty of Science)

Swat, Pakistan;

Subjects: *Science subjects, Biology, physics, chemistry*

Matriculation (Intermediate course in Science Subject),

Swat Board of Intermediate kpk, Pakistan.

LANGUAGE SKILLS

- **English:** Excellent –Read-Speak-Write
- **Arabic:** Excellent Read, Write, Speaking Good.
- **Urdu :** Excellent Read, Write, Speak

COMPUTER & SOFTWARE SKILLS

- Microsoft Excel skills
- Advance skills of Microsoft Word along with moderate skills of other MS Office programs.
- Adobe Photoshop and Designing tools entry level
- Installing hardware ,Software (windows etc)
- Fast keyboard typing speed, as daily used.

Position: **HR.Co.Ordinator**

Organization: **ABTC Contracting Company(Sponsorship Not Transferred)**

Period: **June, 2025-**

Duties & Responsibilities as HR.Co.Ordinator

- ❖ Support daily HR operations by handling administrative task, Maintain employees Record with on-boarding and off-boarding
- ❖ Stay updated on governmental employment laws and regulations And ensure company practices are compliance
- ❖ Preparing payroll and OT Sheet
- ❖ Posting for vacant position on different platforms for jobs Screening the resumes received and calling the short listed persons.
- ❖ Issue employees cards and numbers to new join.
- ❖ Address the employees issues regarding travels, transportation and residence
- ❖ Co-ordination with Government relation officer of company for transfer of sponsorship, Legal documents renewal, or any other issues
- ❖ Filing and updating the company documents.

Position: **Executive Secretary.**

Organization: **Equipments & Technical Services Co.**

Period: **June, 2018- 2024-January**

Duties & Responsibilities as Secretary.

- ❖ Provide high level administrative and clerical support to senior executive and management.
- ❖ Maintain executive's agenda, schedule appointments, meetings and conferences.
- ❖ Act as the first point of contact, responds to calls and emails, screen inquiries.
- ❖ Co-ordinates meetings take minutes and follow up on action items.
- ❖ Handle sensitive information with integrity and professionalism.
- ❖ Keeping records of confidential documents and letter, proposals.
- ❖ Preparing proposal for Tenders ,Bids after management approval
- ❖ Reporting on all activities on going and following up for up-coming meetings, Conferences and trips
- ❖ Response to emails and phone calls
- ❖ Arranging meetings and visiting with management when needed
- ❖ Arranging and applying visa for business trips
- ❖ Filing the documents and control the documents
- ❖ Provide the previous documents required by any department.

Position: HR-Assitant / Public Relation

Organization: Al-Fakhoor Trd Est.

Period: April, 2017 to June 2018

Duties & Responsibilities as Public Relation Officer

- ❖ Assisting the hiring Manager in All public /Employees related matters
- ❖ Coordinating interviews
- ❖ Screening Resumes received in a result of vacant post published
- ❖ Receiving Calls , response to emails and arranging interviews with HR Manager of revising resume by Manager to contact shortlisted persons
- ❖ Assigning Duties To employees or newly hired persons on behalf of HR Manager
- ❖ Making appointment on behalf of HR Manager
- ❖ Publishing vacant position online or social media Job Seeker sites
- ❖ Receiving Guest or visitor to meet GM and CEO.