


<p>IKRAMUDDIN SYED</p> <p>Address: Jabel Ali - Dubai. Mobile No. & WhatsApp +971-50886-9571 E-Mail syed.ikram1977@gmail.com LinkedIn: https://www.linkedin.com/in/ikram-syed-164bb2337/</p>	
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PROFESSIONAL SUMMERY:

Detail-oriented and highly organized Project Secretary / Document Controller / Admin Assistant / with 13+ years of professional experience i. Strong background in main office administration, project documentation control, professional correspondence, and financial support functions.

Proven ability to coordinate effectively with senior management, clients, consultants, subcontractors, and site teams while maintaining strict confidentiality and compliance. Proficient in MS Office Suite, and structured document control processes. Known for reliability, accuracy, and the ability to manage multiple priorities in fast-paced environments.

EDUCATIONAL QUALIFICATION:

- **B. Com.** “Bachelor of Commerce” in (Accounts & Computer Applications) from Osmania University, Hyderabad, India with an aggregate of 70%. July 1998 – Oct 2001

TECHNICAL QUALIFICATION:

- **One year Diploma in Computer Application:-** Windows: 95, 98, M.S office : Vista, 97, 2000 (M.S Word, , M.S Excel), Power Point, Familiar in work on Internet, Outlook Express, Acrobat Reader & Acrobat Professional etc.
- **Certified in Data Management System (DMS) software:** - Capable of Uploading Various documents related to the projects.

WORK EXPERIENCE:

1. Designation : Document Controller cum Secretary June 2024- till date
Company Name : Wade Adams Contracting, Dubai, UAE.

Duties & Responsibilities:

- Provide comprehensive administrative, secretarial, and coordination support to management and departments.
- Prepare, review, and manage professional correspondence including letters, emails, memos, and reports.
- Coordinate between main office, project sites, consultants, and external stakeholders.

- Maintain organized and secure filing systems for personnel, administrative, and confidential records.
- Assist in preparing internal memos, approvals, and management reports.
- Support the accounts department with invoices processing, payment documentation and record tracking.
- Manage document control systems and ensure proper filing and retrieval of records.
- Ensure compliance with company policies, procedures, and documentation standards.
- Handle office communications, follow-ups, and task monitoring to meet deadlines efficiently.

WORK EXPERIENCE:

2. Designation : Secretary August 2018- till February 2024
Company Name : Al Mirkaz, Riyadh, Saudi Arabia.

Duties & Responsibilities:

- Interacted with calls and visitors and directed them to appropriate personnel.
- Handled and distributed incoming and outgoing office letters, emails, and memos, as required.
- Organized and scheduled all meetings and conferences of the department.
- Created, monitored, and updated project expenditure records and budget reports.
- Updated and maintained all construction-based systems and website with latest information.
- Built and maintained positive working relationships with Construction staff, QA/QC teams, and subcontractors.

WORK EXPERIENCE:

3. Designation : Site Secretary October 2010- till July 2018
Company Name : Alfanar Construction, Riyadh, Saudi Arabia.

Duties & Responsibilities:

- Managed daily office operations for a large-scale construction site, supporting a project team members.
- Processed weekly timesheets, subcontractor invoices, and material requisitions with high accuracy.
- Maintained electronic and paper filing systems, including blueprints, safety reports, and contracts.
- Drafted, typed, and distributed site meeting minutes, memos, and reports from rough drafts.
- Improved office efficiency by implementing a new digital document tracking system

AREA IN EXPERTISE:

- Minute taking Administrative support
- Communication Skills
- Document management
- Diary management
- Time management
- Reception duties Shorthand
- Accounting support
- Managing stationary
- Report writing Organizing meetings

PERSONAL INFORMATION:

Date of Birth: 26th October 1977

Religion: Islam

Place of birth: India

Visa Status: Employment (UAE)

How I can contribute to your Company?

With extensive experience in administration, project secretarial duties, document control, and accounts support, I bring strong organizational skills, patience, and professionalism to high-pressure work environments. I am proactive, quick to learn, and capable of adapting to new systems and procedures. I am confident in my ability to contribute positively to your organization's growth and operational goals.