





ISFAQ SAJJADH MOHAMED MUSTAPHA
Transferrable QID / NOC Available
09th July 1987 (36 Years), Sri Lankan

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Doha, Qatar 

ISFAQ SAJJADH

Administrative Professional

Dedicated and results-driven administrative professional with over 5 years of experience in efficiently managing office operations and providing crucial support to ensure the smooth functioning of organizations. Highly organized with a keen eye for detail, I excel in multitasking and prioritizing tasks to meet deadlines. Proficient in office software and technology, I have a track record of delivering administrative excellence in various roles.

WORK EXPERIENCE

AROGYA FARM, SRI LANKA

SENIOR ADMIN EXECUTIVE, Jun 2021 – Aug 2023

- Oversee daily operations of the organization such as the production, pricing, sales and distribution of products.
- Oversee and provide leadership to the administrative team.
- Assign tasks, set performance goals, and conduct regular performance evaluations.
- Align administrative processes with the organization's strategic goals and objectives.
- Ensuring the office is stocked with necessary supplies and that all equipment are working and properly maintained.
- Provide high-level administrative support to Managers.
- Working with the Account Manager to set budgets, monitor spending, and process payroll and other expenses.
- Ensure proper filing and organization of documents, both digital and physical
- Draft, edit, and proofread official correspondence, reports, and presentations
- Manage relationships with vendors, suppliers, and service providers.

NEW QUALITY EQUIPMENT MAINTENANCE W.L.L, QATAR

ADMIN ASSISTANT, Jul 2018 – Mar 2021

- Provide general administrative support to management and other staff members as required
- Maintained office supplies inventory and coordinate procurement as needed
- Maintained accurate and up-to-date records, including equipment maintenance logs, invoices, and contracts
- Organized and maintained physical and digital filing systems for easy access to documents.
- Assisted to hire labourers and coordinated their schedule.
- Coordinate meetings, appointments, and travel arrangements for management and staff as needed

SAS TECH ENGINEERS (PVT) LTD, SRI LANKA

ADMINISTRATIVE ASSISTANT, Nov 2015 – May 2018

- Organized and supervised day-to-day office activities to ensure operations adhered to policies and regulations.
- Maintained accurate work logs of construction activities, job information sheets, and project team rosters.
- Worked with the accounting teams to set budgets, monitor spending, and processed payroll and other expenses
- Track rental payments, overdue accounts, and equipment usage, providing support for accounts receivable management.

TRANSIT RENT A CAR & TOUR, SRI LANKA

SALES AND OPERATION EXECUTIVE, Apr 2011 – Mar 2015

- Ensured that all the vehicles are maintained in good condition
- Assisted customers with reservations over the phone calls or in person.
- Maintained and updated rental agreement files.
- Made travel arrangements including hotel accommodation for local and international customers.

WAKENSYS (PVT) LTD (USA BASED), SRI LANKA

TECHNICAL SUPPORTS EXECUTIVE, Feb 2009 – Mar 2011

- Provided training to US clients in the use of systems and applications related to the internet (Remote Support)
- Tested and evaluated new technology.
- Involved company Network Administration, Hardware troubleshooting and fixing issues.

EDUCATION

- MBA Stage 1 - Post Graduate Diploma (P.G.D) in Strategic Management and Leadership, Level 7 - London Management Qualification (United Kingdom) - 2023
- Diploma in Business Management - 2018
- Microsoft Certified Professional (M.C.P) Training - 2009
- Edexcel BTEC Level 3 Advanced Diploma in Computer Studies (United Kingdom) - 2008
- Diploma in Information Communication Technology - 2007
- Diploma in Graphic Designing - 2007

SKILLS

- ORGANIZATIONAL AND TIME MANAGEMENT.
- MULTITASKING & PRIORTIZATION.
- ATTENTION TO DETAIL.
- TELEPHONE & EMAIL COMMUNICATION AND INTERPERSONAL SKILLS.
- MICROSOFT OFFICE SUITE, ADOBE PHOTOSHOP, ADOBE ILLUSTRATOR.
- MEETING COORDINATION & CONFIDENTIALITY.
- RECORDS MANAGEMENT.
- CUSTOMER SERVICE, PROBLEM SOLVING, TEAM COLLABORATION.

LANGUAGE

- **English** – Excellent
- **Tamil** – Native
- **Sinhala** – Very Good

I hereby affirm that the information provided is both accurate and truthful to the best of my knowledge.