

RABEEL AHMED SIDDIQUI

Executive Secretary

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CAREER SUMMARY:

Highly efficient Executive Assistant with 12 years of experience supporting C-level executives. Skilled in calendar management, travel coordination, and office organization. Known for exceptional communication and problem-solving abilities.

WORK EXPERIENCE:

Telec Group

Management Secretary | Nov-2025 - Present

- Served as the primary strategic and administrative partner to the CEO, managing complex calendars, high-priority meetings, and executive workflows to optimize leadership effectiveness.
- Acted on behalf of the CEO in handling sensitive correspondence, executive communications, and confidential reports with absolute discretion and judgment.
- Led end-to-end coordination of board-level and senior management meetings, including agenda development, briefing materials, minutes of meetings, and execution of action items.
- Functioned as the central coordination point between the CEO, board members, senior leadership, and external stakeholders, ensuring alignment and timely communication.
- Planned and executed domestic and international travel, executive itineraries, and corporate events, ensuring efficiency, confidentiality, and cost control.
- Managed confidential corporate records, contracts, and executive documentation in compliance with governance and organizational policies.
- Established and maintained structured digital and physical document control systems to support audit readiness and executive accessibility.
- Monitored strategic initiatives, executive assignments, and cross-functional deliverables; provided structured progress reporting to the CEO.
- Supported executive decision-making by ensuring accurate information flow, follow-through on directives, and coordination across departments.
- Represented the Office of the CEO with professionalism, discretion, and authority in internal and external engagements.

Eplanet Global Pakistan

Executive Secretary to CEO | April, 2024 - Nov-2025

- Manage the CEO's Calendar, Schedule Appointments, and Coordinate meetings.
- Handle travel arrangements, including booking flights, accommodations, and preparing itineraries.
- Prepare and organize documents, presentations, and reports for meetings.
- Act as a primary point of contact for the CEO, screening and prioritizing emails, calls, and correspondence.
- Draft and proofread emails, letters, and other communications on behalf of the CEO.
- Maintain an organized and efficient office environment.
- Coordinate and oversee special projects as assigned by the CEO.
- Handle sensitive information with discretion and maintain confidentiality at all times.
- Conduct research on various topics to provide relevant and timely information to the CEO.

Nobel Group

Executive Secretary to CEO | May, 2023 - April, 2024

- Coordinate and manage the CEO's schedule, including scheduling meetings, appointments, and travel arrangements.
 - Prioritize and schedule commitments, ensuring efficient use of the CEO's time.
 - Anticipate scheduling conflicts and proactively resolve them.
 - Serve as the primary point of contact for internal and external stakeholders communicating with the CEO.
 - Manage incoming calls, emails, and correspondence, responding on behalf of the CEO when appropriate.
 - Draft and proofread correspondence, reports, and presentations for the CEO.
 - Provide administrative support to the CEO, including managing expenses, preparing documents, and maintaining files and records.
 - Assist in preparing materials for meetings, including agendas, presentations, and reports.
 - Conduct research and gather information as requested by the CEO.
 - Build and maintain positive relationships with key stakeholders, including board members, senior executives, clients, and partners.
 - Coordinate meetings and events, including logistics, invitations, and follow-up actions.
 - Represent the CEO in meetings and interactions as needed.
 - Handle sensitive information with the utmost confidentiality and discretion.
 - Maintain confidentiality regarding organizational strategies, decisions, and personnel matters.
 - Assist the CEO in special projects and initiatives as assigned.
 - Take on additional responsibilities as needed to support the CEO and the executive team.
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Pakistan Railway Freight Transportation Company PRFTC (Pvt.) Ltd.

Executive Secretary to CEO | April, 2022 - May, 2023

- Manage and arrange full-cycle recruiting process including job marketing, sourcing, interviewing.
 - Develop best recruitment strategies to market, attract, screen, evaluate, select, induct, and engage the suitable candidates to enhance diversity, performance, culture and retention.
 - Must be well conversant with all recruitment rules and regulations.
 - Leverage recruiting tools such as LinkedIn, Rozee.pk and other social media avenues to attract and find talent.
 - Exceptional written and verbal communication skills.
 - Apply strategic and creative thinking with exceptional data analysis, reporting, and analytical skills.
 - Look after all HR related tasks while maintaining personal service files of all employees of the company.
 - Maintain transfer/ posting data of a company.
 - Any other assignment assigned by the competent authority.
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Pakistan Railway (RFD Department)

Executive Secretary to Director | July, 2017 - April, 2022

- Handling all Administration work
 - Maintain all files & Bills Authorized record as per Terms of Pakistan Railways
 - Manage all site labor and Office staff issues and asst. to Project Director.
 - Manage and arrange full-cycle recruiting process including job marketing, sourcing, interviewing.
 - Develop best recruitment strategies to market, attract, screen, evaluate, select, induct, and engage the suitable candidates to enhance diversity, performance, culture and retention.
 - Must be well conversant with all recruitment rules and regulations.
 - Leverage recruiting tools such as LinkedIn, Rozee.pk and other social media
 - avenues to attract and find talent.
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OHM IT Solutions

Executive Assistant to CEO | Jan, 2015 - July, 2017

- Manage and arrange full-cycle recruiting process including job marketing, sourcing, interviewing.
 - Develop best recruitment strategies to market, attract, screen, evaluate, select, induct, and engage the suitable candidates to enhance diversity, performance, culture and retention.
 - Must be well conversant with all recruitment rules and regulations.
 - Leverage recruiting tools such as LinkedIn, Rozee.pk and other social media
 - avenues to attract and find talent.
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Prime HEALTHCARE Hospital (Bayview Hospital)

Executive Assistant to CEO | July, 2012- December, 2014

- Manage professional and personal scheduling for CEO, including agendas, mail, email, phone calls, client management, and other company logistics
 - Coordinate complex scheduling and calendar management, as well as content and flow of information to senior executives
 - Manage senior executives' travel logistics and activities, including accommodations, transportation, and meals
 - Provide administrative and office support, such as typing, dictation, spreadsheet creation, faxing, and maintenance of filing system and contacts database
 - Maintain professionalism and strict confidentiality with all materials
 - Organize team communications and plan events, both internal and off-site
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EDUCATION:

2021 | Ilma University

BBA (Bachelor of Business Administration)

2017 - 2020 | Aptech Computer Education

ACCP Pro (3 Years Advance Diploma in Software Engineering)

2012 - 2013 | Sindh Technical Board

1 Year Advance Diploma in Information Technology

(3rd Position Holder In Sindh)

SKILLS:

- Calendar Management: Expert in optimizing executive schedules.
- Office Organization: Ensures smooth and efficient office operations.
- Travel Coordination: Arranges seamless and complex travel logistics.
- Document Preparation: Crafts and edits high-quality reports and presentations.
- Exceptional Communication: Communicates effectively at all organizational levels.
- Interpersonal Skills: Builds strong relationships with stakeholders and teams.
- Confidentiality: Safeguards sensitive information with discretion.
- Microsoft Office Suite: Proficient in Word, Excel, PowerPoint, and Outlook.
- Problem-Solving: Anticipates challenges and creates proactive solutions.
- Strategic Planning: Aligns operations with executive objectives.
- Multitasking: Manages multiple tasks without compromising quality.
- Time Management: Prioritizes tasks to meet strict deadlines effectively.
- Event Planning: Coordinates successful events with attention to detail.
- Resource Management: Efficiently manages budgets and resources.