

# **RABEEL AHMED SIDDIQUI**

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## **Executive Secretary**

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## **CAREER SUMMARY:**

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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:**

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### **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.

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### **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.
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## **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:

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### **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:

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- 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.