**Altaf Hanif Mujawar**

Executive Secretary / Admin Assistant / Office Admin

Permanent Address : 1090, Nadim Manzil, Padvekar Colony, Udhyam Nagar, Ratnagiri-415612. Maharashtra, India

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# Profile Summary Skills

B.Sc Graduation in 2009with 7.5 Year of total work experience. Relevant exp. of 6.5 years (India+International).

# Work experience

## Communication

Routing Emails

Requesting supplies in the Office Clerical task to typist, Receptionist

## Executive Secretary / Admin Assistant [Raysut Cement Co, SOAG, Oman](http://raysutcement.com.om/)

Oct 2015 - Present

Customer Care

Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.

Arrange conferences, meetings, and travel reservations for office personnel. Complete forms in accordance with company procedures.

Compose, type, and distribute meeting notes, routine correspondence, and reports.

Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs.

Locate and attach appropriate files to incoming correspondence requiring replies. Mail newsletters, promotional material, and other information.

Maintain scheduling and event calendars.

Make copies of correspondence and other printed material.

Open, read, route, and distribute incoming mail and other material, and prepare answers to routine letters.

Set up and maintain paper and electronic filing systems for records, correspondence, and other material.

Take dictation in shorthand , and transcribe information.

Conduct searches to find needed information, using such sources as the Internet. Coordinate conferences and meetings.

Establish work procedures and schedules, and keep track of the daily work of clerical staff. Learn to operate new office technologies as they are developed and implemented.

Manage projects, and contribute to committee and team work.

Operate electronic mail systems and coordinate the flow of information both internally and with other organizations.

Order and dispense supplies. Prepare and mail checks.

Supervise other clerical staff.

Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.

Answering to Customer Queries

Able to answer telephone calls and greet visitors efficiently

Hospitality

## Technology Skills

Word Processing Spreadsheet

Graphical Presentation Web search

Social updates EPABX

Softwares

## Organization

Filing

Tracking Correspondence

Co-ordination paper flow work

## Writing

Correspondence Emails

Memos

Proof reading documents

## Executive Secretary cum Admin Assistant [AlSraiya Holding Group. Doha - Qatar](http://www.alsraiyagroup.com/)

Mar 2013 - Aug 2015

40 Wpm

Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.

Arrange conferences, meetings, and travel reservations for office personnel. Complete forms in accordance with company procedures.

Compose, type, and distribute meeting notes, routine correspondence, and reports.

Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs.

Locate and attach appropriate files to incoming correspondence requiring replies.

## Time Management

Electronic calendar to set meeting date and reminder

Arranging meeting with other organization

Mail newsletters, promotional material, and other information. Maintain scheduling and event calendars.

Make copies of correspondence and other printed material.

Open, read, route, and distribute incoming mail and other material, and prepare answers to routine letters.

Schedule and confirm appointments for clients, customers, or supervisors.

Set up and maintain paper and electronic filing systems for records, correspondence, and other material.

Take dictation in shorthand or by machine, and transcribe information.

Collect and disburse funds from cash accounts, and keep records of collections and disbursements.

Conduct searches to find needed information, using such sources as the Internet. Coordinate conferences and meetings.

Establish work procedures and schedules, and keep track of the daily work of clerical staff. Learn to operate new office technologies as they are developed and implemented.

Manage projects, and contribute to committee and team work.

Operate electronic mail systems and coordinate the flow of information both internally and with other organizations.

Order and dispense supplies. Prepare and mail checks.

Provide services to customers, such as order placement and account information. Review work done by others to check for correct spelling and grammar, ensure that company format policies are followed, and recommend revisions.

Supervise other clerical staff, and provide training and orientation to new staff.

Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.

training and supervising junior staff and delegating work as required; manipulating statistical data;

Arranging both in-house and external events.

Assisting for Certification of ISO**9001:2008**.

## Problem solving

Troubleshooting conflicts among office personnel's

Ensuring of requested order are fulfilled

Making immediate payment or refunds or Exchanges are processed

# References

## As per on request

Office Secretary Dev IT Pvt.Ltd. India

Jan 2010 - Feb 2012

Using a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, Access, etc., to produce correspondence and documents and maintain presentations, records, spreadsheets and databases;

devising and maintaining office systems; booking rooms and conference facilities;

using content management systems to maintain and update websites and internal databases;

attending meetings, taking minutes and keeping notes; managing and maintaining budgets, as well as invoicing;

liaising with staff in other departments and with external contacts; ordering and maintaining stationery and equipment;

sorting and distributing incoming post and organizing and sending outgoing post; liaising with colleagues and external contacts to book travel and accommodation; organizing and storing paperwork, documents and computer-based information;

Photocopying and printing various documents, presentation of documents, sometimes on behalf of other colleagues.

## Help Desk Administrator.

Skytronics Corporation Pvt.Ltd. India

As Hardware & Desktop Engineer (Desktop & Laptop)

## Jul 2008 - Jun 2009

For Repairing, Assembling, Installations of All Windows Operating System And Other Software’

# Education

## B.Sc

BHARTIYA SHIKSHA PARISHAD

Completed with 'A' Class

## H.S.C in Computer Science

Abhyankar Kulkarni Junior College of Arts and Science

Completed with'B' Class

## Jul 2006 - Jun 2009

Jul 2004 - May 2006

**Certifications**

MS OFFICE IDH INFOTECH

Training on MS-WORD, POWERPOINT, EXCEL, OUTLOOK

## 2012 - 2012

**Passport Details**

PASSPORT NUMBER : H9764007 DATE OF ISSUE : 03-02-2010

DATE OF EXPIRY : 02-02-2020

PLACE : MUMBAI

# Other Countries Residency Details

Qatar Residence Number : 28835629882 – Previous Country Oman Residence Number: 103783568 - Current

# Language Known

**FLUENT**: English, Hindi & Marathi.

**BEGINNER**: Arabic- speak only

# Signature

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