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| **MUHAMMAD. ISAK ALI**  @ : [asmallemail@gmail.com](mailto:asmallemail@gmail.com)   * :0091 9032632770 * skype:muhammad.isakali |  |



Well organized and positive in providing timely, efficient and accurate support to office managers and colleagues. Approachable and able to establish goodworking relationships with a range of different people. Possessing a proven ability to generate innovative ideas and solutions to problems. Currently looking for a suitable position.

**WORK EXPERIENCE:**

* **DOLLY DESIGNERS - Jan 2017 till Date**

Boutique run by Spouse**.**

* **ARCOMET - May 2015 to Jan 2017 (UAE)**

ADCO’s Al Dabb’iya Phase III Project. Admin, HR & Secretary.

**Responsibilities:**

* Prepare and manage correspondence, reports and documents,
* Provide personal & administrative support to management and the company through conducting and organizing administrative duties and activities including receiving and handling information.
* set up work procedures, collate information, maintain databases,
* communicate verbally and in writing to answer queries and provide information,
* Operate office equipment and manage office space.
* Processing visa applications, gate pass.
* Screening CV’s, scheduling interviews, processing visa for selected candidates.
* Preparing Salary certificates, experience letters, interview appraisals, recruitment letters, contract letters.
* Booking tickets for flights, hotel reservations, travel arrangements for staff and clients.
* Renewing Licenses for Private Mobile Radios, Trade License, chamber of Commerce, etc.
* Experience into Sourcing, Screening and Shortlisting profiles as per the requirement.
* Operating ***APICS*** (archirodon purchasing & inventory control system) for purchasing items for office and factory.
* **GULF CONTRACTORS COMPANY LIMITED- Mar 2012 to Jul 2014**

**SAUDI ARABIA – Admin Secretary & Document controller**

SAUDI ARAMCO PROJECT

* Responsible for collection of Drawings and distribution.
* Handling correspondence, filing, and distribution of documents.
* Preparing Saudi Aramco Temporary and Permanent Id’s.
* Updating Overtime.
* Scheduling for Safety Orientation (BERRI GAS PLANT, KHURSANIA GAS PLANT
* Collection of Iqama and Renewal & contracts.
* Travelling from Site to Corporate Office.
* Collecting and Distributing Salaries to the Site Staff.
* CV screening, scheduling and allocating as per site requirement.
* Arranging Medical Reports & Medical Tests.
* NORTHERN AREA PIELINE DEVELOPMENT)
* Interaction with customers and sub-contractors / Suppliers.
* Sr. Project Manager’s dairy schedule.
* Providing Invoices to subcontractors and billing department.
* Handling Passports and tickets.
* Interaction and correspondence to Corporate Office.



* **SAAD GROUP OF COMPANIES SAUDI ARABIA –Dec 2008 to Feb 2011**

**EXECUTIVE SECRETARY & ADMIN ASSISTANT:**

⎫ Provide personal & administrative support to management and the company through conducting and organizing administrative duties and activities including receiving and handling information,   
⎫ prepare and manage correspondence, reports and documents,   
⎫ organize and coordinate meetings, conferences, travel arrangements, take, type and distribute minutes of meetings,   
⎫ implement and maintain office systems,   
⎫ maintain schedules and calendars,   
⎫ arrange and confirm appointments, organize internal and external events,   
⎫ handle incoming mail and other material, set up and maintain filing systems,  
⎫ set up work procedures, collate information, maintain databases,  
⎫ communicate verbally and in writing to answer queries and provide information,   
⎫ liaison internal and external contacts,   
⎫ coordinate the flow of information both internally and externally,   
⎫ operate office equipment and manage office space.

* **DELTA AIRLINES – MUMBAI Sep 2004 to Dec 2007**

**Sr. Associate(Wipro Call Centre) customer service. C:\Users\Isakali muhammad\Desktop\270px-Delta_logo.svg.png**

Booking online tickets for US citizens, handling miles, credit cards and emails,

baggage info, pets/animals checkin - checkout, miles transfer,

**Academics**

**10th**  : RAILWAY HIGH SCHOOL (EM)

**12th**  : Govt. Jr. College (C.E.C)

**Graduation** : BBA (Bachelor of Business Administration) HRM

**Diploma / Certificate**

1. HUMAN RESOURCES – INTERNATIONAL ASSOCIATION OF DIS. EDU & TRAINING
2. P.M & I.R – National Institute of Labor Education & Management (INDIA)
3. DIGITAL MARKETING –WORKSHOP
4. Computer Skills : Word, Excel & Power Point, PageMaker, CorelDraw, Photoshop
5. First Aid/CPR Certification

**Personal Info**

Father’s name : Late. Jamath Ali

Religion : Islam

D.O.B : 14 JULY 1969

Marital status : Married

Nationality : Indian

Languages Known : English, Hindi, Telugu, Urdu, (Arabic, Tamil – moderate)

**Salary : Negotiable**

**Joining : immediately**

**MUHAMMAD.ISAK ALI**