#### **Curriculum Vitae**

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#### Mohammed. Imran

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Mahabub nagar Jadcherla

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### Sub: Application for the Post of Secretary / Admin Assistant

Dear Sir,

I am extremely interested in obtaining any above suitable position with a reputable organization such as yours. I have outlines some background information’s about myself below and attached a copy of my resume for your kind perusal.

I have Total 2 Years of experience in Secretary &Administration Dept in India and abroad. I enjoy challenging tasks and love to work hard to attain the targeted goal.

I believe this background provided the necessary experience you require. I await a positive response at your earliest convenience.

Thanking you

Yours truly

Mohammed Imran

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**Post looking: Secretary / Admin Assistant**

**Career objective :** To seek a challenging and responsible position in a growth-oriented organization where my skills and abilities will be utilized to their full potential and grow along with the organization.

# Total of work experience : 2 Years.

# Professional Experience in Saudi Arabia.

**Company: Multiform LLC**

**Riyadh Saudi Arabia**

**Main Contractor : Drake & Scull International**

**Client : Saudi Aram co**

**Project : King Abdullah Petroleum Studies & Research Center (KAPSARC)**

**Position : Secretary**

**Duration : December2014 to March-2016**

**Work Experience:**

* Worked As a Miss Coordinator CPA executive In ICICI Personal Loans in

(**M/s. PPKJ Service**) From 10-10-2006 to 30 Oct, 2007

* Worked as Stores Asst. in **HATHWAY CABLE & Datacom Pvt Ltd** from 20 Nov, 2008 To 20 July, 2009.

* Presently working as credit process Executive in NET SCAPE Agency credit process Associate for HDFC BANK at RANIGUNJ ,Since Date of joining Since 2009 July To 2014Dec,
* Presntly working Wholesale krnm From 2015 to 2023
* **DUTIES & RESPONSIBILITIES:**
* Coordinate with manpower supplier for monthly time sheets.
* Updating Extra Work.
* Maintaining of Stationery & Store.
* Preparation of Reimbursement Expenses.
* Preparation of Attendance list for all the workers.
* Weekly Report to DSI.
* Preparing Purchase request (Stationery & tools)
* Updating of Machineries Log sheet.
* Receiving and distribution of the fax to the concern employee.
* Receives and control incoming messages and distributes the same to the employees.
* Making photocopy and filing the incoming documents.
* Maintain proper filing system.
* Handling appointments and arranging meetings for the Dept. manager.
* Arranging temporary gate pass.
* Distribution of incoming documents.
* Updating the store for Stationary and office general use.
* Scheduling appointment for client meetings.
* Arranging transportation and accommodation for the client’s personnel.
* Take care for all types’ files and filing systems.
* Responsible for making quotations for incoming queries.
* Handling invoice / voucher entries of the Scheduling appointment for client meetings.

**DUTIES & RESPONSIBILITIES:**

* Performing all duties of A Secretary.
* Reporting to the Resident Engineer.
* Responsible to submit, receive and update of Shop drawings, As-built drawings and Co-ordination drawings in the primavera contracts manager.
* Following the Minutes of Meeting according to Resident Engineer's direction.
* Responsible for distributing of every submittal or request to the concerned party.
* Familiar with routine secretarial works.
* Data entry, Filing and maintaining inventory.
* Liaise with Operations Contractor for day-to-day administrative works.

**Technical Skills:**

* Good motivator & Positive attitude to face challenges.
* Hard work and open to 3600coaching.
* Completing the task in timely and efficient manner.
* Zest and Zeal to learn
* Good communication skills & quick learner

**Educational Qualification:**

* Completed Bachelor of Commerce from Osmaniya University Hyderabad.
* Intermediate from Government Junior College ThimmajiPet Mahaboob Nagar (Dist.)
* Schooling from Z.P.H.S high school Thimmajipet Mahaboob Nagar (Dist.)

**Personal profile**:

Age : 37Years

Marital Status : Married

Religion : Islam

Nationality : Indian

Languages Known : English, Hindi and Urdu

Iqama Status : Transferable

**KEY SKILLS:**

* Taking Agreement from Customers,
* Validate the file in Finnone Module (Soft Ware Package),
* Purchase, Disburse initiation Handing customer interaction
* Cibil Report

**(Mohd Imran)**