



PERSONAL INFORMATION



Muhammad Enayat Ullah

📍 Bagh-e-Malir Block-C. Karachi, Pakistan

☎ 92-21-34519529 📠 +92-313-2711337

✉ enayat_1@hotmail.com

💬 Skype enayat_1

Sex Male | Date of birth 28/04/1988 | Domicile Karachi | Nationality Pakistani

OBJECTIVE

To obtain a position working as Executive Secretary that requires secretarial expertise and experience in finance, administration, computer operations and office management. My Secretarial expertise were/are with the Top Management of well-known Companies.

PERSONAL ATTRIBUTES

- Efficient
- Self-motivated
- Organized
- A good communicator
- IT literate.

WORK EXPERIENCE

From Feb-2018

Secretary to MD

Barrett Hodgson Pakistan (Pvt.) Ltd.

F/423, SITE, Karachi-75700

P.O. Box # 10738

www.barrethodgson.com

- Organize office and assist associates in ways that optimize procedures.
- Create and update records ensuring accuracy and validity of information.
- Managing filing system, maintain filing and storage systems in the office.
- Retrieve documents and files when requested.
- Read and route incoming mail and process outgoing mail.
- Updating paperwork, maintaining documents and word processing.
- Preparing/composing letters, emails, type documents, drafts, and reports.
- Any other job assigned.

Business or sector Pharmaceutical



From June-2016 to Jan-2018

Executive Secretary to Director Finance

Matco Foods Limited

L-24/1, Block-21, F.B.Industrial Area,

Karachi, Pakistan

www.matcofoods.com

- Maintain executive's agenda and assist in planning appointments, board meetings, conferences etc.
- Receive and screen phone calls and redirect them when appropriate.
- Handle and prioritize all outgoing or incoming correspondence (outlook e-mail, letters, packages etc.)
- Make travel arrangements; Visa Applications, prepare itinerary and agenda for foreign and local trips.
- Hotel reservations and flight booking at best economical rates, maintain FF mileages.
- Handle confidential documents ensuring they remain secure.
- Accounting duties: Prepare invoices and provide assistance in book keeping, compiling expenses.
- Monitor office supplies and negotiate terms with suppliers to ensure the most cost-effective orders.
- Maintain electronic and paper records ensuring information is organized and easily accessible.
- Conduct research and prepare presentations or reports as assigned.

Business or sector FMCG



MATCO FOODS (PVT.) LTD.



From Aug-2014 to May-2016

Personal Assistant to Resident Director

Dewan Sugar Mills Limited
Dewan City, District: Sujawal,
Sindh, Pakistan.

<http://www.yousufdewan.com/>



YOUSUF DEWAN COMPANIES

- Reading, monitoring and responding to the RD's email.
- Devising and maintaining office systems, including data management and filing.
- Screening phone calls, enquiries and requests, and handling them when appropriate.
- Preparing correspondence on the RD's behalf.
- Dealing with incoming email, faxes and post.
- Producing documents, memos and reports, indents, Performa's, reminders and circulars.
- Taking dictation and minute.

Business or sector Sugar Industry

From Jan-2009 to July-2014

Computer Lab Assistant and Teacher

Education Trust Nasra Secondary Afternoon School, Malir Campus
37/2-3, Hansabad, Rafe-e-Aam Society, Malir Karachi, Pakistan

<http://nasraschool.edu.pk/>



- Conducted class from 6th standard to 9th standard.
- Edited, Compiled and Illustrated books, compiled notes for all secondary classes.
- Conveyed lectures based on audio and visual through projectors.
- Conduct workshops related to computers, science, social studies, mathematics and teaching tactics aids planning etc. for both students and teachers as well.
- Responsible of Hardware and Software material, maintenance of records and peripherals.
- Responsible for making sitting plans; Formatting and Printing of papers; Result compilation etc.
- Responsible for maintenance of Soft copy of student's records.
- Set up 2 new computer labs and networked 40 systems to cater for growing computer practice needs of the students.

Business or sector Education

**EDUCATION AND TRAINING**

From 2007 to 2009

Bachelors of Commerce

University of Karachi.

<http://www.uok.edu.pk/>



University of Karachi

- Advanced accounting
- Cost accounting
- Statistics & business maths
- Economics Analysis
- Introduction to business
- Business communication
- Management
- Economic development of Pakistan
- Business & industrial law
- Auditing & income tax law

2nd Division

From Sep-2006 to Dec-2006

Certificate in Information Technology

Skill Development Council Karachi.

<http://www.sdckarachi.org.pk/>



- Office Automation
- Softwares

A Grade

From Jun-2004 to Aug-2004

Certificate in Hardware Maintenance & Networking

Skill Development Council Karachi.

<http://www.sdckarachi.org.pk/>



- Hardware Maintenance and Troubleshooting
- Networking

A Grade



PERSONAL SKILLS

Mother tongue	Urdu				
Other language	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
	English	Good	Good	Basic User	Basic User

Communication skills

- Good communication skills gained through my experience as teacher and personal assistant.

Organizational / managerial skills

- Leadership (I was leading 3 teachers when I was in Nasra School)

Computer skills

- Good command of Microsoft Office™ tools
- Good commands of emailing and outlook.

Accounting Software skills

- **Microsoft Dynamics AX 2009**
- **Peachtree Quantum 2010 - Accountants' Edition**

Other skills

- Printing, Driving, Cooking.

ADDITIONAL INFORMATION

Publications

- Step By Step Computer Workbook for Class 6, 7, 8

Presentations

- Presentations on Computer Literacy, Ms.Excel, Ms.Word, Emailing etc.

Workshop

- Workshop on Learning IFRS (ICMAP Head Office 2012)
- Workshop on English Language SPELT. (Nasra School 2010)
- Workshop on Teamwork & Management. (Matco Foods 2016)

Seminars

- Seminar on International Accounting Standard IAS (ICMAP Head office 2012).

Honours and awards

- Appreciation Certificate Awarded in Nasra School.

ANNEXES

- copies of degrees and qualifications;