

MUHAMMAD. ISAK ALI

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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
- 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.
- Booking tickets for flights, hotel reservations, travel arrangements for staff and clients.
- Renewing Licenses for Private Mobile Radios, Trade License, chamber of Commerce, etc.
- company through conducting and organizing administrative duties and activities including receiving and handling information.
- 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.
- 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.



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 :
Joining :

Negotiable
immediately

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