

Altaf Hanif Mujawar

Executive Secretary / Admin Assistant / Office Admin

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Profile Summary

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

Work experience

Executive Secretary / Admin Assistant

Oct 2015 - Present

Raysut Cement Co, SOAG, Oman

- 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.

Executive Secretary cum Admin Assistant

Mar 2013 - Aug 2015

AlSraiya Holding Group. Doha - Qatar

- 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.

Skills

Communication



- Routing Emails
- Requesting supplies in the Office
- Clerical task to typist, Receptionist

Customer Care



- 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
- 40 Wpm

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**.

Office Secretary

Jan 2010 - Feb 2012

Dev IT Pvt.Ltd. India

- 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.

Jul 2008 - Jun 2009

Skytronics Corporation Pvt.Ltd. India

- As Hardware & Desktop Engineer (Desktop & Laptop)

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

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

Education

B.Sc Jul 2006 - Jun 2009
BHARTIYA SHIKSHA PARISHAD
Completed with 'A' Class

H.S.C in Computer Science Jul 2004 - May 2006
Abhyankar Kulkarni Junior College of Arts and Science
Completed with 'B' Class

Certifications

MS OFFICE 2012 - 2012
IDH INFOTECH
Training on MS-WORD, POWERPOINT, EXCEL, OUTLOOK

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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