



WAQAR AHMED

Location: Dammam, KSA
Contact : (+966) 567983235
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Total Work Experience
More than 16 Years

Academic Qualification:
Master's Degree

Iqama:
Valid
(Transferable)

Driving License:
Valid
(till 2023)

Nationality:
Pakistan

Additional Qualifications:

Diploma: IT
(Government Certified)

Diploma: Civil Drafting
(Government Certified)

Diploma Graphic Design
(Government Certified)

Diploma Computer Hardware
(Government Certified)

Certified English Language Courses
(Pak. American Cultural Centre PACC)

CURRICULUM VITAE

Administrative / Executive Assistant

PROFESSIONAL EXPERIENCE

Key Responsibilities:

- To prepare and finalize periodical corporate & legal documentation (Contracts, Letters, forms Memos quotations, etc.)
- Arrange meetings and appointments and Manage the daily/weekly/monthly agenda.
- Travel booking for Executives/Managers and Staff for business trips and Annual Vacations, follow-up and tracking for Shipments.
- Manage/Maintain Filing System of C.E.O. and Senior Executive's office with LOG.
- Greeting Official's visitors and tending phone calls or redirect when necessary.
- Maintain Employee's and Customer's records.

Administrative & HR proficiency:

- Coordinates with different recruitment agencies overseas.
- Writing official letters, circulars, warning/termination letters, contracts Experience Certificates, definition letters etc.
- Prepare attendance summary for employees to be forwarded to supervisor for salary cards and updates for new/exit employees.
- To prepare and Ensure the timely and accurate processing of the Monthly Payroll according to the schedule defined for employees to receive their remunerations and to Ensure postings of transactions related to employee's Compensation & Benefit details (e.g. Allowances, Overtime, Vacations, Absences etc.) are accurately entered into the payroll system & report in accordance with the Company's Policy and Procedures.
- Provide employees with adequate responses to queries regarding payroll issues in order to justify the payroll transaction.
- To prepare and Ensure the timely and accurate processing of the employee's Settlements and End of Service benefits in accordance with company's Policy and Procedures.
- Coordinates with direct supervisors for employees' vacation, clearances and Update records for other government related requirements and follow-up.
- Maintain / Update Health and Vehicle Insurance.
- Administration work and arrange necessary office maintenance and look after Office equipment and general maintenance.

EMPLOYMENT HISTORY

2020-PRESENT

Administrative / Executive Assistant

(with Furniture Manufacturing Company in Dammam Saudi Arabia)

2018-2020

Secretary to GM

(with Contracting Company in Dammam Saudi Arabia)

2014-2018

Secretary to the CEO

(with an Italian Interior Designing Company in Riyadh Saudi Arabia)

2012-2014

Secretary to the CEO

(with a Trading Company in Jeddah, Saudi Arabia)

1997-2012

Assistant Company Secretary

With an Investment & Manufacturing Leading Business Group of Companies in Karachi Pakistan

ACADEMIC QUALIFICATION AND ACTIVITIES

- **Master's Degree**
- **MBA(6)Courses** with the Institute of Business and Technology (Karachi, Pakistan)
- **Master's in International Relations (passed 1st batch)** with the University of Karachi.
- Enrolled as student with the Institute of **Corporate Secretaries** of Pakistan (ICSP).

ORGANIZATIONAL SKILLS

- Friendly, Social and pleasant personality
- Able to Perform Multiple Tasks
- Excellent Communication skills.
- Quick Learner & Hard Working.

PERSONNEL

MYSELF BRIEF

Simple, hard worker and optimistic person. Self-confident, believe in facts, and happiness. Examine the things practically & positively.

INTERESTS & ACTIVITIES

Computer/Internet, Traveling.

Father's Name : **Abdul Waheed**
Birth year : **1979**
Religion : **Muslim**
Place of Birth : **Karachi, Pakistan**