



# FAHEEM KHAN HABEEB

## KHAN

HYDERABAD  
TELANGANA  
INDIA

P : 7893592860  
E : fahiimuae@gmail.com  
DOB : 13/05/1979

### OBJECTIVE

Searching for the ideal position in a company which needs a dedicated secretarial candidate focused on ensuring smooth and efficient office operations.

### EXPERIENCE

#### TREMIX AL JABER JV QATAR

2005 - 2011

##### SECRETARY/DOCUMENT CONTROLLER

- answering calls, taking messages and handling correspondence
- maintaining diaries and arranging appointments
- typing, preparing and collating reports
- filing
- organising and servicing meetings (producing agendas and taking minutes)
- managing databases
- prioritising workloads
- implementing new procedures and administrative systems
- liaising with relevant organisations and clients
- coordinating mail-shots and similar publicity tasks
- logging or processing bills or expenses
- acting as a receptionist and/or meeting and greeting clients
- if more senior, recruiting, training and supervising junior staff.
- Performs the necessary filing.
- Assists in documentation control.
- Performs all computer operation/encoding as instructed by my immediate superior.
- Assist in preparing and managing documentation internally/by subcontractor
- Ensure accessibility, traceability and accuracy of documents
- Control workflows management and documents distribution.
- Data entry through Share File, PDM System Software and Excel, entered up to 100 documents daily
- Handled all hard copy and electronic filing
- Responsible for all invoicing to and from clients and vendors
- Created power point presentations for executive quarterly reviews.
- Booked executive travel and held multi-company catered meetings bi-monthly
- Entered and cross referenced documents in DMS Software.

#### LONESTAR TECHNICAL SERVICES LLC DUBAI

2012 - 2014

##### SECRETARY

- answering calls, taking messages and handling correspondence
- maintaining diaries and arranging appointments
- typing, preparing and collating reports
- filing
- organising and servicing meetings (producing agendas and taking minutes)
- managing databases
- prioritising workloads
- implementing new procedures and administrative systems
- liaising with relevant organisations and clients
- coordinating mail-shots and similar publicity tasks

- logging or processing bills or expenses
- acting as a receptionist and/or meeting and greeting clients
- if more senior, recruiting, training and supervising junior staff.

### **WADE ADAMS CONTRACTING LLC**

**2015 - 2019**

#### **SECRETARY**

- answering calls, taking messages and handling correspondence
- maintaining diaries and arranging appointments
- typing, preparing and collating reports
- filing
- organising and servicing meetings (producing agendas and taking minutes)
- managing databases
- prioritising workloads
- implementing new procedures and administrative systems
- liaising with relevant organisations and clients
- coordinating mail-shots and similar publicity tasks
- logging or processing bills or expenses
- acting as a receptionist and/or meeting and greeting clients
- if more senior, recruiting, training and supervising junior staff.

### **AL SHIFA TOURS AND TRAVELS HYDERABAD**

**2020 - 2022**

#### **SECRETARY**

- answering calls, taking messages and handling correspondence
- maintaining diaries and arranging appointments
- typing, preparing and collating reports
- filing
- organising and servicing meetings (producing agendas and taking minutes)
- managing databases
- prioritising workloads
- implementing new procedures and administrative systems
- liaising with relevant organisations and clients
- coordinating mail-shots and similar publicity tasks
- logging or processing bills or expenses
- acting as a receptionist and/or meeting and greeting clients
- if more senior, recruiting, training and supervising junior staff.

## **EDUCATION**

### **OSMANIA UNIVERSITY INDIA**

**2000**

Bachelor of Commerce  
Grades - **A**

## **SKILLS**

Good communication, customer service and relationship-building skills

Teamworking skills

Organisation and time management skills

Attention to detail

Negotiation skills

Assertiveness

Flexibility

Tact, discretion and diplomacy

The ability to be proactive and use your initiative: to see what needs doing and to do it

The ability to use standard software packages (eg Microsoft Office, EDMS, Lotus Notes, Aconex, Sharepoint, Projectwise, MicrosoftOutlook)

## PROJECTS

### NEW DOHA INTERNATIONAL AIRPORT PROJECT (HAMAD INTERNATIONAL AIRPORT PROJECT) QATAR

CLIENT: BECHTEL  
DURATION: 6 YEARS  
TREMIX AL JABER CONCRETE SUPPLIER JV

### DIRECTIONAL RAMP FROM AL KHAIL ROAD TO FINANCIAL CENTRE ROAD (R1023)

Client RTA  
CONTRACTOR: WADE ADAMS  
CONSULTANTS: ITAL CONSULT  
DURATION 2 YEARS

## REFERENCE

SHAJI KK - Admin Manager  
Wade Adams Contracting LLC  
shaji.k@wadeadams.com | 00971044535000

## ADDITIONAL INFORMATION

FATHER NAME: HABEEB KHAN  
MARITAL STATUS: MARRIED  
NATIONALITY: INDIAN  
PASSPORT NO: V1341424  
PASSPORT EXPIRY: JUNE 2031  
PLACE: HYDERABAD INDIA

## INTERESTS

Reading Newspapers  
Watching Cricket

## LANGUAGE

ENGLISH  
HINDI  
ARABIC  
URDU  
TELUGU

## ACTIVITIES

Social Activities  
Playing Cricket

Signature:



FAHEEM KHAN  
HABEEB KHAN