

To,
The Personal Manager

Dear Sir,

Reference to your advertisement about executive secretary, I am hereby applying for the above position. I hope your requirements align with my experience, education, skills and background. While my enclosed resume provides a good over view of my strengths and abilities I also possess aggressive communication skills that promote ability to serve as a liaison and resources.

I have graduated from Andhra Pradesh - India in 2000, specialized in general commerce, and at the same time I completed some IT courses. I have filled many secretarial, sales support positions in the past - now I am working as a Sales Executive Assistant and SAP CRM SME to Divisional Manager in one of the multinational company called Carrier Air Conditioning based in Saudi Arabia. Carrier is a Group of Juffali. Details of my assignments and duties due to my job descriptions are enclosed in my CV.

I am very pleased to say that the opening of my work will be in perfect consonance with my real time experience, hence I request your good self to kindly provide me an opportunity to prove my mettle at global level in your esteemed & reputed organization.

I hope my CV will tell you more about me. Which may meet your vacancy requirements.

Thanks for your kind consideration

Yours faithfully

Mohammed Jameel Ahmed
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Career Objective:

To associate myself with a professionally driven esteemed organization which offers continuous challenges and excellent growth prospects, where I could contribute significantly to the organization through conceptual and technical skills & To work in an organization where I can apply the best of my knowledge and strive to achieve success for the organization and myself, thus improving my skills thereby. Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully, realize my potential and at the same time to grow along with the company.

Academic

B.Com (Bachelor of Commerce)

Technical

D.C.A (Diploma in Computer Application) D
iploma In Graphic Designing
Diploma In Hard Ware Engineering

Operating Systems

Windows 95, 98, 2000, XP, office 365

Skills in Administration (Application Software's)

MS Office (MS-Word, Excel, Power Point
MS Access and MS Front Page)
SAP CRM, SAP MRS Planning Board, SAP ECC

Area of Expertise

- Using computer (Microsoft office Word, Excel, PowerPoint, MS outlook, Adobe Photoshop, Adobe Illustrator)
- Installing P.C programs.
- Classifying and storage method
- Managing Information
- Typing by using typewriter
- Making sales proposal, Reports, Scheduling and planning.
- Strong communication, negotiation, presentation and interpersonal skills

Honor Awards

- Bravo Award for outstanding performance in 2020
- Quality Employee of Quarter Award for 2013
- Quality Employee of Quarter Award for 2012
- Quality Employee of Quarter Award for 2009
- Appreciation Award for outstanding performance for the month Dec, 2012
- Appreciation Award for outstanding performance for the month Apr, 2012
- Appreciation Award for outstanding performance for the month Aug, 2012
- Appreciation Award for outstanding performance for the month Mar, 2009

Professional Experience:

Carrier Saudi Arabia

Executive Secretary and Sales Coordinator

Mar 2007 to Mar 2022

Dammam – KSA

- Secretarial Functions.
- Organize agendas and arrangements for committee, board, and other meetings.
- Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees and boards of directors.
- Coordinate and direct office services, such as records, budget preparation, personnel, and housekeeping, in order to aid executives.
- Make travel arrangements for executives.
- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, and/or presentation software.
- Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work.
- File and retrieve corporate documents, records, and reports.
- Prepare responses to correspondence containing routine inquiries.
- Compile, transcribe, and distribute minutes of meetings.
- Manage and maintain executives' schedules.
- Planning and preparation of daily activities, maintaining appointments, processing deposits and transactions, multi-tasking, working with technology and people.
- Sort, and distribute incoming correspondence, including faxes and email.
- Prepare submittals of product data.
- Provide technical data and product catalogue as per requirement.
- Provide non recommended parts list as per requirement.
- Operating UTC's internal software called EPIC.
- Calculation and preparation of Time Sheet for the employees.
- Receive invoices and prepare Cheque.
- Receive terms and conditions from bank and Prepare letter of Credits documents for bank.
- Preparing quotations & Performa Invoices.

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Document Controller

Document controller

Jan 2007 to Feb 2007

Dammam – KSA

- Verifying the document.
- Inputting in Data Base.
- Filing Test packages and Test Reports.
- Collecting reports from (Quality Verification Docs.) QVD's.
- Taking the signature on QVD report from Quality Dept.
- Controlling the cabinet.
- Verify the document and updating revisions.
- Preparation of minutes of meeting.

Al Hoshan Office Automation

Technical Secretary

Apr 2006 to Dec 2006

Dammam – KSA

- Secretarial functions.
- Office consumables (Stationary... etc).
- Travel arrangement for executives (air flight, other transportation & Hotel reservation).
- Distribute of mail & post (incl. faxes...etc).
- Quotation Management.
- Human resources relations.
- Iqama "Residence ship" Management.
- Employment Contracts.
- Vacation schedules.
- Field contracts, drafted memos and typed invoice.
- Coordinated all paper work out put of sales team.
- Proceed data entry and sales and receipts.
- Field memos, letters and contracts.
- Supported senior manager in all facts of company operations.
- Strong written and verbal communications skills.
- Report directly to the branch manager.
- Arrange weekly meetings.
- Supporting to technical manager and Assistant manger.
- Assisted Manager with his business schedules and appointments

Personal Profile

Name : Mohammed Jameel Ahmed
Date of Birth : Nov 22, 1980
Marital Status : Married (Staying with 4 dependents)
Nationality : Indian
Religion : Islam
Iqama Status : Valid and Transferable
Iqama Profession : Computer Technician
Driving License : Valid Saudi Driving License
Languages: : English, Arabic, Urdu, Hindi, Telugu
Hobbies : Reading Books, Playing Cricket, Learning new things & Creativity