



MOHAMMAD ISHTEYAQUE

Executive Secretary, Office Admin, Coordinator & Document Controller.

+ 9 6 6 5 0 4 8 3 6 7 9 6 , + 9 1 7 5 4 2 8 7 8 6 3 3



+966-504836796



moon.ahmad1@gmail.com



Riyadh, Saudi Arabia



linkedin.com/in/mohammad-
ishteyaque-ahmad-ab758116



Skype: moonahmad11

Iqama-Transferable

CAREER SUMMARY

12+ years of diversified experience as Executive Secretary Document controller, office admin and logistic coordinator in Saudi Oger Limited, Saudi Arabian Airline Catering, POSCO E&C, Larsen & Toubro (L&T) - BECHTEL- OUTOTECH and Working for M'AADEN at MMGP.

in the field of Industrial Projects High Rise Buildings, Hotels, Healthcare, Education. Material Submittal, Coordination with Suppliers, Sub-Contractors & Inter-Discipline Department within the Project Scope.

SKILLS

9/10

Docent Controller

9/10

Office Admin

8/10

Patty Cash and Accounts

10/10

Executive Secretary

6 / 10

Logistic Coordinator

EDUCATION

Bachelor of Arts

Bodh Gaya Mugudh University
2005-2008

Diploma in computer

Aptech Computer Education Bandra Mumbai
2002-2004

Safety Course

GACA- JEDDAH SAUDI ARABIA
2020-2020

EXPERIENCE

Executive Secretary of MA'ADEN PROJECT DIRECTOR, Riyadh –January -2021 To till date

- Compile, proofread and revise drafts of documents and reports.
- Prepare reports, presentations and correspondence accurately and swiftly.
- Manage busy calendar, meeting coordination and travel arrangements.
- Professionally greet and receive guests and clients.
- Ensure efficient and effective administrative information and assistance.

Executive Secretary, Saudi Arabian Airline Catering Company Saudi Arabia /Riyadh-
September 2016 to March-2020

- Create a long term schedule for the executive
- Ensure that the executive attends all important meetings
- Manage the executive's phone calls
- Conduct any research the executive needs
- Make travel arrangements on behalf of the executive
- Problem solve any issues that the executive requests
- Schedule meetings for the executive
- Communicate between the executive and employees

Secretary-Office Admin-Document Controller-Logistic Coordinator Petty Cash &
Accounts. Saudi Oger Limited / Riyadh / June-2009 To September 2016

- Bachelor's degree in business administration
- Top of the line organizational skills
- Ability to maintain an accurate calendar
- Great planning abilities
- Amazing interpersonal skills
- Ability to follow confidentiality guidelines
- Incredible communication skills
- Great skills using the Microsoft Office