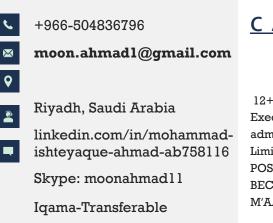


MOHAMMAD ISHTEYAQUE

Executive Secretary, Office Admin, Coordinator & Document Controller.

+966504836796, +917542878633



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



Bachelor of Arts

Bodh Gaya Muqudh 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. ٠
- Manage busy calendar, meeting coordination and travel arrangements. ٠
- Professionally greet and receive guests and clients. ٠
- 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 quidelines •
- Incredible communication skills •
- Great skills using the Microsoft Office