



# Aamir Mehmood

SR. EXECUTIVE ASSISTANT TO CEO

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- Khobar , 31952, Saudi Arabia

## LINKS

### LinkedIn::

<https://www.linkedin.com/in/aamir-mehmood-96b75860>

## EDUCATION

### Bachelor

University of Punjab  
Gujranwala, Pakistan  
2000

Bachelors in Commerce

### Higher National Diploma

Board of Intermediate &  
Technical Education  
Gujranwala, Pakistan  
1996

Diploma in Stenography

## SKILLS

English Shorthand writing

Time Management

Organizational Skills

Efficient Calendar Management

Leadership skills

Attention to Details

## ABOUT ME

A dedicated and focused professional with over 15 years of experience in supporting C-level Executives in fast-paced corporate environments. Excellent clerical skills and the ability to oversee and manage multiple tasks simultaneously. Detail-oriented with the drive and commitment to become a valuable contributing member of the organization.

### Career Objective:

Keen to find a challenging and progressive position with a Dynamic and Competitive Organization where a blend of my acquired Skills and Education will be utilized on Challenging Assignments in a Creative Atmosphere, resulting in success and contribution towards Organizational Goals.

## WORK EXPERIENCE

### Sr. Executive Assistant to CEO

Saudi Cement Company / Dammam / Sep 2019

- Work closely with CEO on managing all tasks assigned
- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors
- Act as the point of contact for internal and external clients
- Liaise with executive and senior administrative assistants to handle requests and queries from senior managers
- Log expenses into company accounting system
- Coordinate company activities including training and workshops with hotels, print-shops, designers, etc.
- Implement and maintain document control processes and procedures.
- Develop and maintain the Document Management System.
- Manage all flows of company's documents either in electronic form or on paper support.

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Problem resolution

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Excellent communication

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File/records management

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Confidentiality

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## LANGUAGES

English

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Arabic

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Urdu

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Punjabi

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Hindi

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## DRIVING LICENSE

### Driving license category

Yes - Saudi Arabia

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## HOBBIES

Photography, Book Reading, Graphic Designing, Cooking

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## PERSONAL DETAILS

### Nationality

Pakistani

### Visa status

Valid/Transferable Iqama

### Marital status

Married

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## REFERENCES

- Ensure Document Management accordingly to established procedures or standards. (documents numbering, formats, issuance, review, dispatch, recording and archiving).
- Ensuring the use of standardized forms and templates.

### Executive Secretary Finance

Arabian Drilling Company, (Subsidiary of TAQA) Client of Saudi Aramco / Khobar  
/ Feb 2017 - Sep 2019

- Coordinate office management activities to aid executives
- Research and compile confidential documents
- Take and record minutes of the Executive meetings
- Screen incoming correspondence and ensure delivery to the intended recipient
- Create and maintain a liaison between executives
- Draft letters and other correspondence as instructed
- Produce reports and charts
- Prepare meeting agendas and collect related material
- Review and proofread documents for executives' signatures
- Oversee office budget and recommendations on office expenditure

### Executive Secretary to CEO

Jubail Energy Services Company - JESCO, (Subsidiary of TAQA) Client of Saudi Aramco / Jubail  
/ Nov 2009 - Feb 2017

- Started my job as an Executive Assistant in 2009 during the commissioning period of JESCO and privileged to work with all 5 consecutive CEOs & CFOs since then.
- Provided excellent secretarial and administrative services to CEOs in order to facilitate them to concentrate on mainstream activities.
- Worked with complete coordination with HR, Admin, ISD, QA and Sales departments during the project phase of JESCO.
- Developed most of the initial forms and formats under ISD, HR, QA, and Admin.
- My designed letter, memo, and presentation formats have always been approved by CEOs to be used as JESCO official formats.
- Maintained a time management diary for the CEO to ensure his availability to attend all key meetings at the accurate appointed time.
- Established and maintained records and filing systems (both soft and hard copies) for the executive office in order to make reports and documents ready whenever required by the CEO.
- Developed Company's first corporate introduction presentation for the clients.
- Being part of the Executive management team, arranged & coordinated executive meetings e.g. Board of Directors meeting, Annual General meeting, etc.
- Served as secretary to the Management Committee and attended the related meetings in order to record, type, and distribute meeting minutes and followed up with the concerned departments and individuals regarding action items.
- Actively participated and channelized data acquisition and data punching (inventory counts & assets) during SAP implementation.
- Played an active administrative role during the annual inventory count of the company.
- Responsibly managed all CEO's travel arrangements (itineraries/hotel bookings, transportation) in a time-effective manner and by ensuring the most effective use of the CEO's time.
- Being a representative of the Executive office, always receive phone calls and visitors, answer their questions, and furnish information as necessary to ensure the availability of data and efficiency of service.
- Always received excellent feedback & increments during the annual performance.

Mr. Salah Mohammad Z.  
Hakim (HR Manager)  
Saudi Cement Company  
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Mr. Sohail Ikram (CFO)  
Arabian Drilling Company  
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Mr. Shams Rehman (MD)  
Arabian Drilling Company  
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Mr. Khalid Al Kaabi (CIA)  
Arabian Drilling Company  
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Mr. Abdullah AlEjairi (HR  
Manager)  
Jubail Energy Services Co.  
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Mr. Adel S. Al-Ghadhban  
(CEO)  
Jubail Energy Services Co.  
+966 50 581 3483

Mr. Majed M. Al-Dawas  
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Jubail Energy Services Co.  
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Mr. Mohammed S. Al-Jabr  
(CEO)  
Jubail Energy Services Co.  
+966 50 590 5796

### **Assistant to Branch Manager**

Kashf Microfinance / Gujranwala, Pakistan / Nov 2007 - Aug 2009

- To handle cash and manage the cash flow of the branch
- Process loan applications,
- Carry out budgeting, disbursement & collection of loans,
- Reconcile bank statements
- Maintain cash & bank books
- Coordinate with internal & external audits
- Preparing branch reports,
- Record banking transactions
- Maintain and update filing, inventory, mailing and Oracle-based database systems
- Communicate with customers, employees and other individuals for information & answer queries
- Schedule and plan for meetings & interviews, Perform accurate data entry
- Coordinate repair & maintenance of office equipment.

### **Administrative Assistant**

Super Asia Group / Gujranwala, Pakistan / Aug 2005 - Nov 2007

- Prepare invoices, reports, memos, letters, and other documents, using MS Word, Excel, and Powerpoint.
- Read and analyze incoming memos, submissions, and reports to determine and plan their distribution.
- Open, sort, and distribute incoming correspondence, including faxes
- File and retrieve corporate documents, records, and reports.
- Greet visitors and determine whether they should be given access to specific individuals.

## **COURSES**

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### **Stenography**

Govt College, Gujranwala, Pakistan / Aug 1996

### **Microsoft Office**

Soft Solutions, Pakistan / Jun 2006

### **Graphic Designing**

Soft Solutions / Sep 2006

### **Communicating with Confidence**

LinkedIn / Aug 2020 - Aug 2020

### **Note-Taking for Business Professionals**

PMI-The Project Management Institute / Aug 2020 - Aug 2020

### **Performing under Pressure**

PMI-The Project Management Institute / Aug 2020 - Aug 2020