

RIZWANUL HAQUE ANSARI

EXECUTIVE SECRETARY



Profile

- Executive Secretary with 5+ years of experience assisting Project Manager and provide administrative support to department.
- Organization: Adept at scheduling meetings, preparing agendas, and following up on action items.
- Problem-solving: Possess strong quantitative problem-solving and prioritization skills.

Experience

EXECUTIVE SECRETARY

Ahmad A. Abed Co. Ltd. 2016 – Present

Administrative Support

- Manage and prioritize our partners' schedules to ensure that their time is focused on critical, strategic issues.
- Coordinate communications, track and follow up on requests, and identify those of importance which require immediate attention.
- Attend minute meetings internally as required by the Department head in order to support the effective functioning of decision-making.

Accounts Management

- Perform a variety of accounting activities, such as preparing check requests, expense reports, purchase orders, preparing salaries and invoices each week.

Process Control

- Observe confidentiality procedures and track documentation to ensure security and control.

Document Management

- Establish and maintain records and filing systems to ensure the efficient storage of all documents and their timely retrieval for decision-making.
- Maintain the filing system of all related documentations in order to facilitate future referencing and easy accessibility.

Report Write-ups

- Write and edit minutes, reports, documents put forward to the Department head in order to ensure consistency and standardization of formats.
- Design general correspondences, memos, charts, tables, graphs, etc. as need be, in order to develop and portray the required output.

MODIFICATION UNDERWRITER

Ocwen Financial Corporation 2014 (9 Months)

SENIOR ASSOCIATE

Wipro BPO Ltd. 2011 - 2013 (3 Years)

Personal Information

Date of Birth: 21.07.1987

Place of Birth: Jamshedpur, India

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Nationality

Indian

Education

B.Com Ranchi University, 2009

Language

English and Hindi

Skills

Administrative Management

Time Management

Calendar

Document Management

Team Management

Microsoft Office

Transition Management

Confidentiality

High Degree Of Initiative