



CURRICULUM VITAE

Personal Information

Name : Nasim Ejaz Mohammed Yousaf
Nationality : Pakistani
Marital Status : Married
Iqama Status : Valid & Transferable
Driving License : Valid Saudi Driving License
Languages : English, Arabic & Urdu
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Academic Qualifications

- Diploma in Associate Electrical Engineering from Punjab Board of Electrical Education Lahore, Pakistan in 1976.
- F.Sc from the Board of Higher & Secondary Education, Lahore, Pakistan in 1970.
- Secondary School Certificate Examination (Science Group) from the Board of Intermediate & Secondary Education, Lahore, Pakistan in 1968.

Professional Qualification

Comprehensive Computer Professional Training Course from (AIM) K.K. Anezi International Mktg., Jeddah, Saudi Arabia in 1988
Qualified Office Documentation and Management Course from Tihama Training Center Jeddah, Saudi Arabia in 1995.

Professional Computer System Experience

MS Word, MS Excel, Power Point

Experience

43 Years' Experience in a variety of recognized large organization (Projects, Trading, Real Estate, Administration and General Management) in Saudi Arabia.

Business Competencies

- Knowledge of various business administration roles and responsibilities
- Ability to handle and resolve administration related challenges in an effective and professional way.

Personal Qualities

- Provide high-level administrative support by conducting research, handling information request, and performing clerical functions such as preparing correspondence, receiving visitor, arranging conferences calls, and scheduling meetings.
- Read and analyze incoming memos, submissions, and reports in order to determine their significance and plan their distribution
- Open, sort, and distribution incoming correspondence, including faxes and email.
- File and retrieved corporate documents, records, and reports.
- Greet visitors and determine whether they should be given access to specific individuals.
- Prepare responses to correspondence containing routine inquiries.
- Perform general office duties such as ordering supplies; maintain records management system and performing basic book keeping work.
- Make travel arrangements for Chairman, CEO and Executives.
- Coordinate and direct office services, such as records of personnel, and housekeeping in order to aid executives.
- Manage and maintain executive schedules.
- Prepare reports, memos, letters, and other documents using word processing, spreadsheet and/or presentation software.
- Handling difficult situations without any assistance and accomplished the task without the interference of the senior management.
- Arrange for travel and boarding requirement of Chairman, CEO and Executives.
- Ensure timely and accurate delivery, and pick up of important office materials and document. Item to be couriered sent on time, tracked and followed up for efficient delivery.
- Answered calls for boss and screened the list of callers and relays the message to the boss and left messages at his desk while he was out of the office
- Manage and renew membership to various business forums, institute, societies and renewal of subscriptions of various publications.
- Liaison with between the department and boss.

Qualities and Skill Sets

- Trustworthy
- Sound work ethics
- Maintains good correspondence
- Basic Knowledge of computer
- Business communication self-motivated
- Pleasant disposition
- Presentable personality
- Multi- tasking abilities

- Organizing and Planning skills
- Initiative
- Interpersonal skills
- Tenacity

Practical Experience

Red Sea International

September 2019 – Present: Executive Secretary to Group CEO

- Organize and schedule meetings and appointments
- Answer and direct phone calls
- Maintain contact lists
- Develop and maintain a filing system
- Order office supplies
- Book travel arrangements
- Provide general support to visitors

Al-Khomasih International Real Estate Development Company

October 2013 – August 2019: CEO Office Manager

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Knowledge Economic City Development Company

November 2006 – June 2013: CEO Office Manager

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Makaseb Establishment

August 1996 – October 2006: Senior Executive Secretary

Controlling the all administrative and executive assignments of various projects of the company, engaged in trading, contracting and real estate business, dealing in international as well as domestic correspondences of the business. Analyzing the business contracts and summarizing their reports. Handling the banking business and keeping the updated records. Maintaining the personal records of the employees and keep up fast and accurate filing system.

Saudi Economic and Development Company Ltd. (SEDCO)

April 1989 – July 1996: Executive Secretary

Worked with Assistant General Manager of the Company in a tremendous load of

professional duty, receiving and logging in of all incoming/outgoing documents, in-charge of all company and contract files. Assisting professionally in establishing the company's offices internationally in different parts of the world. Completed several construction projects of SEDCO (Markaz Al Mahmal, Al Nakheel and Danayah Center etc...).

Brown, Daltas and Associates S.A. Ltd.

April 1981 – March 1989: Executive Secretary

Worked involved Design & Supervision of Five Major Branches of Saudi Arabian Monetary Agency (SAMA) in Jeddah, Riyadh, Dammam, Makkah and Madinah and big Commercial and Residential Complex in Downtown Jeddah (Markaz Al Mahmal) and other prominent project in the Kingdom of Saudi Arabia (i.e. Ministry of Health Hospital Projects in Seerat Obeidah, Tathleith, Majardah and Sharourah).

Worked in the capacity of Executive Secretary of Jeddah Office, works involved properly documentation of Office and Projects Files as well as Confidential Documents for the General Manager and maintain record up to date by day to day basis.

United Brother's Company, Jeddah, Saudi Arabia (ELF Lubricant Dept).

February 1980 – March 1981: Secretary

Assist the Project Manager of ELF Lubricant of France (Appointed Representative) by providing him administrative and secretary duties.

Abid Al Ouraishi Establishment

July 1979 – January 1980: Secretary/Telex Operator

Worked as Office Secretary/Telex Operator and gained practical experience of work in the Kingdom of Saudi Arabia.

References

Will be provided on demand.