

# Mohammed Amin Al Huda

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## Job Objective:

Seeking a challenging position of Executive Secretary / Office Manager / Admin. Assistant / Project Coordinator / Travel coordinator / Purchaser or Procurement Officer – English/Arabic (bilingual), in a multinational company, major bank or corporation that offers advance opportunities adequate to my experience, effectiveness and skills.

## Personal Information

Date of Birth:	5 <sup>th</sup> November 1977	Nationality:	Bangladeshi
Location:	Riyadh, Saudi Arabia	Marital Status:	Married
Visa status	Transferable Iqama	Driving License:	LTV

## Skills Brief:

- Windows 10, 7
- Microsoft Office: Word, Excel, Powerpoint, Outlook
- Microsoft Dynamics for ERP
- Fluent in English, Arabic and Urdu: Speaking, Reading and Writing

## Education:

- B. A (Bachelor of Arts Degree- **بكالوريوس في الآداب**) – 1997 from National University of Bangladesh (English & Arabic language medium).
- Completed Diploma course on Office Management with Administrative / Clerical support.

## Professional efficiency at a glance:

- Good command in English & Arabic and highly efficient in **English / Arabic** typing.
- Proficient in MS Office and “back-office” software (e.g MS Dynamics for ERP), competent to issue RFQ. Quotation, PO and Invoice or any business documents.
- Experienced to manage Executive’s busy calendars, agendas, appointment, meeting, travels ... etc., competent to coordinate and support higher management / executive level.
- Experienced in “Travel Arrangement” including visa arrangement with different embassies and making reservations for both for flight & hotel (local & overseas).
- Excellent written and verbal communication, fully competent to correspond / coordinate with local & overseas clients, contact and coordinate between branches / departments, for administrative, sales & purchasing purposes.
- Overseeing and assist in general office operation, greeting visitors, answering & screening a high-volume of phone calls and coordinating appointments and meetings.
- Strong organizational and planning skills, proactive, attention to detail, problem solving, team player with excellent time management skills, able to priorities & perform multi-task, remain focused on and good-humored under pressure.
- Fully competent to manage various insurances such as life, health, vehicle, fire, property etc.
- Develop a physical and online filing/archiving system. Maintain log for all kinds of incoming / outgoing documents, prioritize, organize & distribute them as required. Handling confidential documents and uphold it’s confidentiality.
- Handling cash, purchasing and managing office supplies and equipment and maintaining proper stock levels.
- Have enough experience in custom clearance, documentation for Export / import purposes.

## Work Experience:

### 1. **Company: Arab Builders for Telecommunications & Security Services (ABTSS)** - Riyadh, Saudi Arabia

**Position:** Executive Secretary / Coordinator (Bilingual)

**Duration:** October 2008 till date

#### **Duties:**

- Performing all kind of administrative / secretarial job (One stop service) such as answering and screening telephone calls for executives, sending / receiving / replying emails (self-correspondence), receiving & distributing documents / mails to the concern.
- Serving as the point of contact directed to the Executive; determining the incoming issues for appropriate course of action, referral, and/or response. Welcoming / greeting arrival guests on executive’s behalf.
- Maintaining executive’s busy calendar and assist in planning appointments, meetings, conferences etc. Attending meetings and preparing minutes of meeting.

- Coordinating between branches, department, executives, employees, clients, and other external partner, conducting research that executive's need.
- Overseeing and coordinating general office operation, developing and maintaining filing/archiving system.
- Arranging domestic and international travel, including flight and hotel reservations and car rental.
- Purchasing and monitoring office supplies in the most cost-effective orders and maintaining proper stock levels, arranging periodic maintenance for office appliances and equipment.
- Producing, compiling & proofreading reports, composing correspondence, email, letters, internal memos.
- Creating and organizing information database and generating reference tools for easy use for effective administrative assistance.
- Performing assigned tasks with minimum supervision in a timely and efficient manner and uphold a strict level of confidentiality as required.
- Coordinating couriers and travel agencies, maintaining & verifying the contract, travel order & their monthly invoices.
- Acting as the focal point for health, life and Vehicle insurance for the policy renewal, comparing offers & services between different insurance providers. Making enrollment, deletion, following claim approvals & compensation.
- Issuing RFQ to qualified vendor, evaluate & compare vendor's quotes, placing PO, tracking shipment from supplier / cleaning forwarding agent, arranging delivery notes for physical delivery, preparing invoices etc.

**2. Company: Modern Insulation Industries Co. (MIIC) / Sabk Ind. Equip. Co. / Aman Cons. Chem. Co. / Universal Halon Treatment Factory - Riyadh, Saudi Arabia**

**Position:** Admin Assistant / Executive Secretary (Bilingual)

**Duration:** May 2002 till October 2008

**Duties:**

- **Project Dept:** Carried out all secretarial jobs such as dictating, drafting, responding to client's (local & overseas, preferably in English), coordinating inter-department / branches (kingdom wide), preparing inquiries & quotations, receiving & processing the P.O., arranging and tracking the shipments via sea / air / land, dealing with clearing-forwarding agent for import & export purposes.
- **Admin Dept:** All general administrative tasks, such as answering phone & fax, distributing mails/fax between branches / departments, Fixing Appointment with executives / clients, arranging visa for foreign visitors, arranging reservation both for hotel & flights, purchasing office stationeries / equipments, handling local courier / shipping company, maintaining daily office expenses, handling cash with banks, arranging maintenance for office equipments such as fax, copier, typing machine, air conditioning, electricity and telephone, etc.
- **Personnel Dept:** Arranging the paper advertisement for manpower, searching for professionals through web or international recruiting agency, fixing appointment & making interview, preparing employment contract, arranging insurances (social, medical & driving), preparing and updating the employee's files, arranging vacation as per schedule, follow up with concern person to issue/renew Iqama / exit –re-entry, making flight reservation, issuing attendance note after coming back from vacation, etc.

**3. Company: Modern Computer & Communications Co. (MCC) – Jeddah, Saudi Arabia**

**Position:** Varying, see Duties for further info

**Duration:** October 2000 to April 2002

**Duties:**

- **Training Administrator cum Office Manager:** Carrying out all secretarial jobs such as dictating, drafting, filing, coordinating between Sales, Training and Administrative dept., conducting & responding to clients on support of course registration /confirmation / cancellation / postponing, etc., scheduling the courses, arranging the course manuals / materials from local & overseas, coordinating with ExecuTrain branches over the Globe, keeping training record, issuing trainee's certificate, arranging exam (Prometric, Vue, Microsoft, Cisco, Lotus etc.).
- **Personal Assistant to Chairman & CEO:** Arranging meeting, fixing appointment with delegate, filing, and responding clients by e-mail/Tel, making reservation both flight and hotel and any other task assigned by CEO.

**4. Company: Al-Manajer Al-Saudia Company Ltd. (MANSA), 2nd Ind. City - Riyadh, Saudi Arabia**

**Position:** Executive Secretary (Bilingual)

**Duration:** November 1998 to September 2000

**Duties:** Carried out all secretarial jobs such as dictating, drafting, responding to client's (local & overseas, preferably in English), coordinating for inter department purposes and between branches (kingdom wide), preparing inquiries & quotations, receiving & processing P.O., preparing product's distribution report (domestic & overseas) on daily and weekly basis, preparing salary sheet, time sheet, pricing imported materials, answering phone calls on behalf of executives, filing incoming & out-going documents, arranging and fixing appointments with business clients, making hotel & flight reservations for company executives and employees, communicating, receiving and distributing all official document & accessories, etc.