

Curriculum Vitae

IMRAN SHAIKH



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Executive SUMMARY

A high achiever who is able to provide complex and diverse Administrative Executive Assistant support to CEO, Vice President, Managing Director, Regional Manager, Directors; I have the required in-depth knowledge of administrative procedures, familiarity with office management systems like MS Office, ERP and Tally, online calendars, E-file record management, cloud system, and fluency to handle all office equipment. I have the ability to exercise good judgement in a variety of situations, with good written and verbal communications and realistic balance among multiple priorities. I have the ability to work independently on different multiple tasks, from conception to completion, and able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. With my present employer, I am responsible for taking dictation verbally, written, organizing meeting internal / external with the clients, vendors / suppliers, all the typing data entry, forms creation, excel charts, power point presentations, filing, copying, and general administration duties ;also make sure that office runs smoothly. I have a can-do attitude and am comfortable managing tasks to best manage in time and meet deadlines. Right now, I am looking for a suitable position with a company that has an existing talented and progressive administrative team.

PERSONNEL ATTRIBUTE

- Reliable, trustworthy.
- Hard worker.
- Hard working team player, reliable and conscientious.
- Good communication skills (oral and written).
- Strong organizational and time management skills.
- Flexible and mature approach with ability to work under pressure.
- Work well even under pressure without close supervision.
- Willingness to work in a multicultural environment.

SOFTWARE'S COMPETENCY

	Ms Office Word	-	Excellent	
	Ms Office Excel	-	Excellent	
	Ms PowerPoint	-	Excellent	
	Ms Outlook	-	Excellent	
	Adobe Acrobat	-	Excellent	
	ERP System	-	Excellent	
	Tally	-	Excellent	
	Nitro Pdf Professional	-	Excellent	
	Internet Applications	-	Excellent	

Position Applied For: Executive Secretary to CEO

GENERAL ADMINISTRATIVE SKILLS

- Sound full knowledge of Administrative Assistant / Secretarial works.
 - Inventory Management.
 - HR Recruitment.
 - Inventory Control.
 - Customer Contact.
 - Data Entry.
 - Delivering documents and commodities.
 - Editing Documents.
 - General Secretarial Duties.
 - Appointments Management.
 - Document / File Management.
 - Phoned Management.
 - Scanning.
 - Sorting Posts.
 - Supplier list management.
 - Segregating Documents.
 - Arrangement of Documents for Translation.
 - Typing Reports.
 - Letter / Inquiry Correspondence.
 - Database Administration.
 - Phone Dictation.
 - Verbal Dictation.
 - Written Dictation.
 - Freight Management.
 - Information Management.
 - Internet Research Skills.
 - Calendar / Diary / Notebook Management.
 - Proof reading.
 - Purchasing.
 - Word Processing.
 - Professionally trained.
 - Ability to maintain confidentiality.
 - Very good communication and written skills.
 - Ability to produce consistently accurate work even whilst under pressure.
 - Very good interpersonal skills; and have ability to communicate respectfully with all walks of life.
 - Possessing a proven ability to help managers to make the best use of their time by dealing with their secretarial and administrative tasks.
 - Computer Hardware Installations and Trouble Shoots.
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CAREER HISTORY

EXECUTIVE SECRETARY TO CEO | 07-01-19 to 27-08-21

PIBT-PAKISTAN INTERNATIONAL BULK TERMINAL LTD.

2nd Floor, Business Plaza, Mumtaz Hassan Road / Karachi / Pakistan



<http://pibt.com.pk/index.aspx>



Key Responsibilities

- Provide Executive Secretary support to CEO.
- Organize and arrange internal & external meetings for CEO.
- Completes a broad of variety of administrative tasks for the CEO including: managing an extremely active calendar of appointments; completing expense report; composing and assist in preparation of correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Prepare confidential and sensitive documents for CEO.
- Researches, prioritizes, and follow-up on incoming issues and concerns addressed to the CEO, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Provide a bridge for smooth communication between the CEO office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Successfully completes critical aspects of deliverables with a hands-on approach, including assist in drafting acknowledgement letters, personal correspondence, and other tasks that facilitates the CEO's ability to effectively lead the company.
- Prioritizes conflicting needs, handle matters expeditiously, proactively and follows-through on tasks to successful completion. Often with deadline pressure.
- Assist board members with travel managements, lodging, and meal planning, as needed.
- Maintain discretion and confidentiality in relationships with all board members.
- Adhere to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic / paper format.
- Ensure that the CEO bio is kept updated and responds to requests for materials regarding the CEO and the organization in general.
- Maintain files for the CEO ensuring that material is properly marked and accessible for immediate use.

- Plans, coordinate and ensure the CEO's schedule is followed and respected. Provide "gatekeeper" and "gateway" role, creating win-win situations for direct access to the CEO's time and office.
- Relay directives, instructions and assignments to higher management.
- Manage the meetings and book facilities for the meeting room, ensure that conference hall is equipped properly, schedule meetings, resolve diary clashes of the CEO and communicate to the board directly on the behalf of CEO. The additional task include include screening the incoming calls, prioritizing such calls, making note of vital information and replying to emails on behalf of the CEO.
- Arrange documents for Visa process for CEO and family members, Manage travel arrangements, Hotels reservations bookings Internationally / locally, and Seminar bookings for CEO domestically and internationally.
- Ensure proper arrangement for Visa, Invitation Letters and Recommendation Letters for such business visitors.
- Kept separately and secure personal data and record of CEO.
- Posting and ensuring delivery of Greetings Cards, Calendars and diaries and keep track record in soft and hard copy.
- Collect, maintain & organize travel vouchers, invoices of CEO follow-up with Finance Department for necessary reimbursement.
- Provide Executive Secretarial support to CEO for day-to-day activity, organize diary, meetings arrangement, takes notes, dictation verbally and written to prepare responses of letters for clients.
- Making ensure safe and healthy working environment and that best practices are followed in the designed areas.
- Making ensure implementation of PIBT QHSE policy, fire and emergency procedures.
- Processing incoming and outgoing mails, arrange excel charts, power point presentations to describe company profile.
- Contribute pro-actively to the departments' project-work in defined areas.
- Screening, organizing and directing incoming e-mail, Faxes and Post.
- Maintain high degree of confidentiality and maturity to handle matters with tact and discretion.
- Manage variety of tasks simultaneously and often under pressure and have ability to work under a great deal of stress.

- Updating employee administrative records.
- Creating and maintaining filing system, maintaining and organizing all office supplies; and general administrative functions, filing, faxing, coping.
- Use MS office applications, convert files from word to pdf, pdf to word, excel to pdf, pdf to excel, thru using variety of applications and formats to meet standards, burning the Documents CD's, Dvd's, which we have received from the Different Client's thru **Fedex** or **DHL**, and as per instruction, immediately save it to concerned Network shared folder and put all data inside this folder, develop word processing documents and basic spreadsheets, letters, data entry, typing minutes of meeting.
- Using electrical filing system to avoid making bunches of box files instantly scanned it and save it in destination drive and related folder.
- Responsible for handling incoming and outgoing communication, filing and administrative work, executive assistants, in charge of scheduling meetings, maintaining complex filing systems and databases, document review and preparation and overseeing other staff.

EXPERIENCE IN TANZANIA:

COMPLIANCE MANAGER / EXECUTIVE SECRETARY TO CEO

15-07-17 to 28/09/17

TPPL-TANGA PHARMACEUTICAL & PLASTICS LTD.




Duga Industrial Area / Tanga - TANZANIA



<http://www.tppl.co.tz/>



Key Responsibilities

- Prepare Import Documentation.
- Procedure for applying Chemical Permits and payments procedure.
- Import TFDA application procedure. (<https://www.tfda.go.tz/index/>) 
- Prepare and process of IDF for clearing the containers for Tanga & Dar Es Salaam city.
- Preparation of Permit Applications for Expatriates employees.
- Updating Purchasing Control sheets in Excel for Tanga & Dar Es Salaam City.
- Update Perfume Sheets in Excel.
- Updating Label Sheet.
- Renewals of Property Tax, Firearms, **TFDA** Business & **GCLA** License. 
- Renewals of Local Trademarks – Tanzania.
- Application and renewals of Foreign Trademarks.
- Checking Trademarks in **BRELA**. 
- Export TFDA Application procedure.
- Processing of Domestic tickets for Top Management.
- Processing of International Tickets for all Expatriates employees.
- Entering Raw material in Tally.
- Entering Box requisitions in Tally.
- Bottle & Caps requisition entry in Excel sheet.
- Sending Original Documents & payment checks to clearing agents of Tanga City.

- Sending the Original documents for clearing agents of Dar Es Salaam City.
- Providing the packing list to warehouse team, whenever the containers arrive.
- Following-up with the clearing agents for Assessments of the containers arrived at Port.
- Processing the wharfage payments received from Tanga & Dar Es Salaam clearing agents.
- Prepare documents for parcels thru RAHALEO, DHL, Fedex.
- Prepare and process documents for work and residence permits for Expatriates employees.
- Procedure and process of endorsing the Passports, once the original Work and Residence permits are received.
- Proper Filing the Requisition's Materials, Bottle & Caps requisitions and carton boxes requisitions.
- Checking the vessels arrival details thru Bill of Lading no's. of different shipping lines.
- Scheduling and arranging important meetings and conferences whenever required and Prepare agenda for meetings.
- Plan and arrange travel schedules and reservation for the superiors and executive management as needed.
- Plan and arrange travel schedules and reservation for the superiors and executive management as needed.
- Maintain hard copy and electronic filing system.
- Responding to the client and customer inquiries on a timely basis and providing word processing and secretarial support wherever necessary.
- Undertaking research, gathering information, as well as sorting and categorizing it accordingly.
- Coordinating between vendors and suppliers.

EXPERIENCE IN SAUDI ARABIA:



EXECUTIVE SECRETARY TO CEO & AVP | 21-01-15 to 10/08/16

NAWAF ABALKHAIL CONT.& LOGISTICS EST.

Hai-As-Sahafa / Riyadh / Central Region KSA






<http://www.nsaconsultancy.com/>

مؤسسة نواف أبا الخيل للمقاولات والخدمات اللوجيستية
Nawaf Abalkhail Contracting and Logistics Est.
P.O. Box 8103 Riyadh-11482 CR. # 1010272321



Key Responsibilities

- Provide Executive Assistant support to CEO.
- Co-ordinates and organize internal & external meetings for CEO / Vice President/ GM / HR Chief / Chief Finance Manager, and with the vendors.
- Manage travel arrangements, Hotels reservations bookings Internationally / locally and Seminar bookings for CEO/ Vice President/ GM of the Company and also Top Management officials for domestically and internationally.
- Collect, maintain & organize travel vouchers, invoices of CEO / Vice President / GM and follow-up with the Finance Department for necessary reimbursement.
- Provide secretarial support to Vice President and coordinate day-to-day activity, organize diary, meetings arrangement, takes notes, dictation verbally and written and prepare responses of letter for clients.
- Provide Administrative, Executive Secretarial support to GM and coordinate day-to-day activity, organize diary, meetings arrangement, takes notes, dictation verbally and written and prepare responses of letter for vendors / suppliers.
- Provide Administrative / Executive Secretarial support to HR Chief and coordinate day-to-day activity, organize diary, meetings & interviews arrangement, takes notes, dictation verbally and written and prepare responses of letter, Internal Memos for internal departments and recruitment companies.
- Provide HR recruitment support to HR Chief to find well qualified candidates thru available social media    recruitment networks.
- Provide Administrative Assistant / Executive Secretarial support to Chief Finance Manager and coordinate day-to-day activity, organize diary, meetings arrangement, takes notes, dictation verbally and written and prepare responses of letter for vendors / suppliers.
- Processing incoming and outgoing mails, arrange excel charts, power point presentations to describe company profile as-well-as projects status.
- Contribute pro-actively to the departments' project-work in defined areas.

- Assist with translation thru computerized software and available resources, as-well-as Certified Translations Offices, and other ad hoc tasks.
- Screening, organizing and directing incoming e-mail, Faxes and Post.
- Frequently manage external office tasks like getting attestation from chamber of Commerce & industry, binding hard copies of Feasibility Study Reports, Presentations, Contract Papers, as well as other related Financial Reports with meet the deadlines for the required tasks.
- Maintain high degree of confidentiality and maturity to handle matters with tact and discretion.
- Manage variety of tasks simultaneously and often under pressure and have ability to work under a great deal of stress.
- Updating employee administrative records.
- Creating and maintaining filing system, maintaining and organizing all office supplies; and general administrative functions, filing, faxing, coping.
- Takes dictations orally and written, sending inquiries to companies to have quotations for concerns items.
- Prepare responses to correspondence containing routine inquiries.
- Use MS office applications, also convert files from word to pdf, pdf to word, excel to pdf, pdf to excel, thru using variety of applications and formats to meet standards, burning the Documents CD's, Dvd's, which we have received from the Different Client's thru **Fedex** or **DHL**, takes advise from the concerned Head of the Department and as per its instruction, immediately save it to concerned Network shared folder, arrange new folder for the new job and put all data inside this folder what I have received from the Client, develop word processing documents and basic spreadsheets, letters, data entry, typing minutes of meeting.
- Using electrical filing system to avoid making bunches of box files for example, receive quotation, instantly scanned it and save it in destination drive and related folder.
- Responsible for assisting a high-level manager with correspondence, appointments, and administrative tasks.
- Responsible for handling incoming and outgoing communication, filing and clerical work, executive assistants, in charge of scheduling meetings, maintaining complex filing systems and databases, document review and preparation and overseeing other staff.



Key Responsibilities

- Provide Administrative Assistant / Sr. Secretarial support to Director Estimation & Tendering, to coordinate day-to-day activity, organize diary, meetings arrangement, takes notes, dictation verbally and written and prepare responses of letter for International / local vendors / suppliers.
- Provide also time-to-time secretarial support to Executive Director of the Company and coordinate day-to-day activity, organize diary, meetings arrangement, takes notes, dictation verbally and written and prepare responses of letter for International / local vendors / suppliers.
- Provide secretarial support to Senior Civil & Architectural Manager and coordinate day-to-day activity, organize diary, meetings arrangement, takes notes, dictation verbally and written and prepare responses of letter for vendors / suppliers.
- Provide Administrative / Secretarial support to Sr. Electro-Mechanical Manager and coordinate day-to-day activity, organize diary, meetings arrangement, takes notes, dictation verbally and written and prepare responses of letter for vendors / suppliers.
- Manage travel arrangements and Hotel reservations, bookings for Director Estimation & Tendering for domestically and internationally, as-well-as, manage travel arrangement for Civil & Architectural Manager/ Electro-Mechanical Manager and other related Senior Engineers staff.
- Collect, maintain & organize travel vouchers, invoices of Director Estimation & Tendering/ Civil & Architectural Manager/ Electro-Mechanical Manager and follow-up with the Finance Department for necessary reimbursement.
- Prepare Monthly Time Sheets of all staff members of Estimation & Tendering Department, get authorized signature from Director Estimation & Tendering and forward it to Payroll department thru internal memo for further process.
- Processing incoming and outgoing mails, arrange excel charts, power point presentations to describe company profile as-well-as projects status.
- Screening, organizing and directing incoming e-mail, Faxes and Post.
- Greeting all incoming visitors to the office in a friendly, professional, hospitable manner.
- Updating employee administrative records.
- Creating and maintaining filing system, maintaining and organizing all office supplies; and general administrative functions, filing, faxing, coping.
- Maintaining the data shared between the departments, by filing and recording the information accordingly (as hard copies and electronic filing system).

- Takes dictations orally and written, sending inquiries to companies to have quotations for concerns items.
- Prepare responses to correspondence containing routine inquiries.
- Download Bid Documents thru ftp Server from different Client's, arrange it, save it to concerned department server and forward it to concern Head of the Department, print copies of bid documents and distribute to concerned official only.
- Upload Bid Documents / Tender Clarification / Technical Proposals and Pre-Qualifications thru ftp Server or Mediafire.com / Sharefile.com and many more applications to Client's, keep hard and electronic copy for record in a professional manner.
- Receive Quotations from the suppliers, thru fax or e-mail, immediately arrange it, makes copy for the concerned Engineer's, also keep hard copy for office file and also scanned it and save it in electronically shared folder saved in the concerned Department Network shared folder; only the concerned department and specifically concerned Engineers can access this folder.
- Use MS office applications, also convert files from word to pdf, pdf to word, excel to pdf, pdf to excel, thru using variety of applications and formats to meet standards, burning the Documents CD's, Dvd's, which we have received from the Different Client's thru **Fedex** or **DHL**, takes advise from the concerned Head of the Department and as per its instruction, immediately save it to concerned Network shared folder, arrange new folder for the new job and put all data inside this folder what I have received from the Client, develop word processing documents and basic spreadsheets, letters, data entry, typing minutes of meeting, and inter office memos.
- Responsible for sending inquiries to suppliers for the concern's Items; receiving quotation and sending them to concern's Engineer's.
- Using electrical filing system to avoid making bunches of box files for example, receive quotation, instantly scanned it and save it in destination drive and related folder.
- Organizing all office supplies; and general administrative functions, filing, faxing, coping.
- Screening, organizing and directing incoming e-mail, Faxes and Post.



Key Responsibilities

- Provide Administrative Assistant / Executive Secretarial support to CEO.
- Co-ordinates and organize internal meetings with the CEO/ Regional Manager Manager / Senior Admin Manager, and with the vendors.
- Manage travel arrangements and Hotel reservations, bookings for CEO / Vice President / Managing Director / Regional Manager / Senior Admin Manager of the Company and also Top Management officials for domestically and internationally.
- Collect, maintain & organize travel vouchers, invoices of CEO/ Regional Manager Manager/ Admin Manager and follow-up with the Finance Department for necessary reimbursement.
- Provide secretarial support to Regional Manager / Senior Admin Manager and coordinate day-to-day activity, organize diary, meetings arrangement, takes notes, dictation verbally and written and prepare responses of letter for clients.
- Organizing and maintaining diaries and making appointments for Top Officials.
- Screening, organizing and directing incoming e-mail, Faxes and Post.
- Processing incoming and outgoing mails, arrange excel charts, power point presentations to describe company profile as-well-as projects status.
- Creating and maintaining filing system, maintaining and organizing all office supplies; and general administrative functions, filing, faxing, coping.
- Screening and directing telephone calls, inquiries and request, and handling them in appropriate manner.
- Creating and maintaining filing system, maintaining and organizing all office supplies; and general administrative functions, filing, faxing, coping.
- Handle telephone calls, inquiries and request in appropriate manner.



- Diligently performed as **Personal Secretary** to Director Projects of **RCCI**. (Riyadh Chamber Of Commerce & Industry) at (Riyadh International Convention & Exhibition Center – (RICEC, Project).

Key Responsibilities

- Provide Administrative Assistant / Personnel Secretarial support to Director Projects of RCCI.
- Manage travel arrangements, Hotels reservations internationally / locally, bookings for Director Projects of RCCI for domestically and internationally.
- Screening and directing telephone calls, inquiries and request, and handling them in appropriate manner.
- Meeting and greeting visitors at all levels of seniority.
- Preparing Inter Office Memos, Site Memos, RFI's (Request for Inspection), RFP's (Request for Proposal), Letters, Meeting Agendas, maintaining time sheet for all Staff members.
- Organizing and maintaining diaries and making appointments.
- Screening, organizing and directing incoming e-mail, Faxes and Post.
- Devising and maintaining office system, including data management, filing, etc.
- Creating and maintaining filing system, maintaining and organizing all office supplies; and general administrative functions, filing, faxing, coping.
- Processing incoming and outgoing mails, arrange excel charts, power point presentations to describe project status.
- Complete other administrative tasks, as required by management.
- Works in conjunction with other corporative staff/ works, as a team with other staff members.

SITE SECRETARY TO DIRECTOR PROJECTS

16-11-06 to 20-04-07

Al-Mashrik Contracting Company

Rumah, Riyadh – KSA



<http://almashrik.com/>



- Worked as **Site Secretary** with “Al-Mashrik Construction Company” in Roma, approx. 200km outside of **Riyadh, Saudi Arabia**.

Key Responsibilities

- Preparing Inter Office Memos, Site Memos, RFI's (Request for Inspection), RFP's (Request for Proposal), Letters, Meeting Agendas, maintaining time sheet for all crew members, properly handle and maintaining files for exit re-entry, vacations forms of all staff and send it to personnel department in appropriate manners.
- Processing incoming and outgoing mails, arrange excel charts, power point presentations to describe project status.
- Handle telephone calls, inquiries and request in appropriate manner.
- Organizing and maintaining diaries and making appointments.
- Creating and maintaining filing system, maintaining and organizing all office supplies; and general administrative functions, filing, faxing, coping.

EXPERIENCE IN PAKISTAN:



EXECUTIVE SECRETARY

Al-Noor Textile Mills Ltd

Hyderabad, Sindh / PAKISTAN

- Worked as **Executive Secretary**, I maintained office filing system and other secretarial related jobs.

JUNIOR CRIMINAL PROCEEDINGS CLERK

District & Sessions Court

District Mirpurkhas, Sindh – PAKISTAN

- Worked as **Junior Clerk** in the court of District & Sessions Judge (Mirpurkhas, Sindh, Pakistan), to handle the various kinds of Clerical matters.

EDUCATION

1995 – 1997 (Passed)

BACHELOR OF SCIENCE: (STATISTICS)

UNIVERSITY OF SINDH – JAMSHORO, SINDH, PAKISTAN



UNIVERSITY OF
SINDH

2001 – 2004 (Passed)

D.A.E: (MECHANICAL TECHNOLOGY)

GOVT. COLLEGE OF TECHNOLOGY – HYDERABAD, PAKISTAN






SINDH BOARD OF
TECHNICAL EDUCATION

LANGUAGES PROFICIENCY

LANGUAGES (PROFESSIONAL PROFICIENCY)	ENGLISH	ARABIC	URDU	SINDHI
Read	✓	✓	✓	✓
Write	✓		✓	✓
Speaking	✓	✓	✓	✓

PERSONNEL INFORMATION

PLACE & DATE OF BIRTH : HYDERABAD, 10th APRIL, 1978
NATIONALITY : PAKISTANI
MARITAL STATUS : MARRIED
S.N.I.C # : 41304 – 0599932 – 9
PASSPORT : Valid Up-To: 17-07-2026
CURRENT ADDRESS : Defence View-Phase II, Karachi, Sindh –
PAKISTAN
DRIVING LICENSES : (PAKISTAN)  Valid Up-To: 29-08-2021
(SAUDI ARABIA)  Valid Up-To: 22-05-2019
(TANZANIA)  Valid Up-To: 15-08-2020

REFERENCES

➤ Can be produced on request.

DECLARATION

I hereby declare that the above information is true & correct to the best of my knowledge and belief.

Yours Faithfully



Imran Shaikh
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