

MOHAMMAD M. USMAN

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Post applied for: Secretary / Senior Executive Assistant

Occupational Objective: A challenging position, utilizing activities developed through my experience and education with the opportunity for professional growth based on performance.

Summary

- ✓ **Twenty four years overall experience** with Rabigh Arabian Water & Electricity Co. (ACWA Power subsidiary), Petro Rabigh, Saudi Aramco & other esteemed companies
- ✓ Sound knowledge of Secretarial/Office Administration, Practices & Procedures
- ✓ Good Proficiency in MS Office Packages (Outlook, Word, Excel, Power point)
- ✓ Well experienced in SAP/Material Management/ Purchase & Service Module
- ✓ Proficient in SAP Timekeeping Module
- ✓ SAP HR/Finance: HR Transactions, Cost sheets, Plan/ Actual Variation reports
- ✓ Conversant & well experienced in Budget planning in SAP
- ✓ Presently working for the past 6 (Six) years in Rabigh Arabian Water & Electricity Co., Saudi Arabia
- ✓ Languages: English, Urdu, Hindi & spoken Arabic
- ✓ Holding Valid Saudi Driving License

Work Experience

Period : **March 2016 – February 2022 (6 Years)**
Company : **Rabigh Arabian Water & Electricity Co., Saudi Arabia**
Designation : **Sr. Executive Assistant to Executive Managing Director**

- ✓ Provide Secretarial support to the Executive Managing Director
- ✓ Provide administrative support in the day-to-day management of organization through conducting and organizing administrative duties and activities such as calendar scheduling, correspondence, incoming telephone calls, filing, developing presentations and meeting agendas
- ✓ Organize Senior Management meetings, take meeting notes and circulate the minutes/action tracker, follow-up with Dept. heads for timely completion
- ✓ Attend coordination meetings with O&M Contractor, consolidate comments on minutes, provide feedback to O&M Contractor
- ✓ Developed and maintain tracker for company Policies and procedures and track for revisions
- ✓ Developed and maintain Lessons learnt data base including action plan, implementation status, and follow-up for timely completion

- ✓ Developed and maintain corporate licenses comprehensive list together with relevant information and provide regular update on status and renewal
- ✓ Arrange Travel tickets, hotel bookings etc. for EMD including logistic arrangements for business trips and meetings
- ✓ Organize Board meetings send invitations, maintain board meeting documents such as Board paper, Resolutions, Minutes, Board members records, BOD email group
- ✓ Track & update incoming letters/reports list on weekly basis and follow up with individuals for completion.
- ✓ Receive incoming and outgoing mails, sort log and distribute as required in H.O. and IWSPP Plant areas
- ✓ Maintain & update the document control, documents review requests and track the completion
- ✓ Type all kinds of correspondence, reports, and forms. Compose simple letters and transcribe more complex ones
- ✓ Dispatch documents etc. via Courier/Post. Prepare AWB for courier shipments, maintain records of all AWBs. Verify invoices of Courier services and submit to accounts sections
- ✓ Receive visitors and handle as appropriate including logistics arrangements for visitors/consultants e.g., Transportation, Accommodation booking, Visitor Gate pass ID
- ✓ Prepare various statistical reports, data analysis and summaries statistical or other reference data as source material
- ✓ Create and maintain filing systems, records, and indices. Keeps reference files and manuals up to date by adding and deleting obsolete information
- ✓ Monitor level of office stationery supplies and ensure that required level is maintained as necessary
- ✓ Make logistics arrangements for meetings including Meeting Room Reservation, Request for Food, Refreshment, and Transportation etc.
- ✓ Any other duties as requested by EMD from time to time

Period : **January 2008 – February 2016 (8 Years)**

Company : **Rabigh Refining & Petrochemical Co., Saudi Arabia**

Designation : **Secretary to Safety Department Manager**

- ✓ Provide secretarial support to the Manager, Safety Dept., Petro Rabigh
- ✓ Track and maintain the files and documentation of Safety Reports
- ✓ Generate the Material Procurement/Delivery Status Analysis & Safety items parts data reports/summary as per Purchase order(s).
- ✓ Coordinate with SAP Material Standardization Group & Contractor- Vendor/ suppliers as and when required
- ✓ SAP Logistics Module: Process Purchase Requisitions, Release Service Orders, Service Entry Sheets, Inbound Logistics Reports
- ✓ SAP Finance Module: Budget Planning, Entering the planned budget figures in SAP, Actual/Plan/Variance Comparison, Monthly Cost Sheet, notify accounting errors to finance department

- ✓ SAP HR Module: Process Time Sheets/ E-Leaves, Over time hours, Travel Requests, HR Smart Forms, ID Requests, Overtime Class change, Employee Transfer/Promotion
- ✓ SAP Training/Event Management Module: Attendance Booking, Cancellations, Travel Plan, Business Assignment Travel Expense Report
- ✓ Corporate Safety Management System Online SAP Module: Search details of Incident notifications & Tasks, Tracking the recommendations status, Extracting & developing report for specific organization(s) etc.
- ✓ Stock Verification of Personal Protective Equipment, Safety Items and reporting
- ✓ Review, reconcile invoices, Rel. Purchase Order, Long/ Short form contract
- ✓ Provides Logistics support for conducting Quarterly Management Safety Review, Safety Training, Campaigns, Advertising, Safety Publications (Posters/ banners/ leaflets/handbooks), Souvenirs, Appreciation Certificates
- ✓ Process the department' s weekly highlights on weekly basis
- ✓ Maintain folders & provide update for Major and Minor CAPEX, OPEX, Operating Plans, Month End & Year End accountability Reports, Internal Control Reports, Integrated Managed System (IMS) Audit, Management of Change (MOC), Mechanical Completion certificates (MOC), Monthly Safety Statistics Reports, PRC Insurance Survey Reports, Shareholders Health Assessment Reports, Financial SAP Workflows, HR SAP Workflows, Expense Reports.
- ✓ Safekeeping of Petty Cash, Receiving Petty Cash purchase requisitions, review & obtain approval from Dept. Manager, issue cash to requester, maintain Petty Cash Transaction register, Safe filing of invoices, requesting for replenishment of Petty cash.
- ✓ Timekeeping records, verification of time sheet for all sections prior to approval in SAP by Dept. Manager, check proper attachments for exceptions, such as, medical leave, annual leave, overtime etc. Proper filing and storing of documents for audit purpose.
- ✓ Maintain the Department's Staffing plan, initiate Manpower requisitions in SAP, follow- up with HR for recruitment process, scheduling interviews of shortlisted candidates.

Period : **January 2003 – January 2007 (4 Years)**

Company : **Desert Designs Trading Est.**
Al Khobar, Saudi Arabia

Designation: **Executive Secretary**

- ✓ Day to day correspondence and emailing
- ✓ Employees records, attendance and salary preparation and distribution of cash Salaries to employees
- ✓ Filing of important documents
- ✓ Arrange & attend meetings with overseas and local clients
- ✓ Import & Export management, follow up the shipment clearance and submitting the payments for Custom duty, Container deposit, Cargo Clearance, Port Fee, and Detention charges etc.
- ✓ Transferring payment to suppliers and follow up for payment release from clients
- ✓ Prepare daily cash report, Daily cash deposit to bank, cash report for daily collection from sales counters
- ✓ Handle Petty Cash, Prepare Journal vouchers and enter same in Computerized accounting system - "Microsoft Solomon"
- ✓ Provide the Trial balance sheets to Auditor

- ✓ Manpower management in absence of Manager
- ✓ Day to day work in Word, Excel, Outlook, Power point
- ✓ Submit interior designing & furniture supply quotations to clients and negotiate
- ✓ Visit outdoor to collect the payments from customers and clients.
- ✓ Visit Aramco & other corporate clients for submitting quotations and receive the work orders etc.

Period : **September 2000 – January 2003 (2.5 Years)**

Company : **Saudi Arabian Oil Company
Dhahran, Saudi Arabia**

Designation : **Asst. to Environment of Care Coordinator**

- ✓ Organize filing system as to monitor records.
- ✓ Update various Training/Safety related Statistics records on Computer in database.
- ✓ Assist in meetings and facility inspections that relates to Loss Prevention & safety.
- ✓ Draft letters, reports & meeting minutes and e-mail correspondence.
- ✓ Conducting Power point training sessions for SAMSO Staff on Fire safety.
- ✓ Conduct Facility inspections, writing reports and monitoring maintenance/upgrade

Period : **May 1994 – April 1998 (4 Years)**

Company : **Geotech Consultants Pvt. Ltd.
New Delhi, India**

Designation : **Typist cum Office Assistant**

- ✓ Prepare Draft Geotechnical Investigation reports
- ✓ Update the Field tests data in data base software & generate Graphical reports
- ✓ Prepare & submit invoices to the clients & follow up for payments
- ✓ Organize filing system & correspondence documents to monitor records
- ✓ Assist the Managing Director during business meetings

Professional Certificates

- ✓ "Successful PA Course" certificate from Falcon bury, London
- ✓ "Certified Executive Secretary" certificate from The Coach House, London
- ✓ CPD certified Powerful Business Presentation Course from Informa Connect Middle East
- ✓ Certificate of Dashboards & Data Visualization from Corporate Finance Institute (CFI)
- ✓ Advance Diploma certificate in Computer Application
- ✓ Certificate of participation Finance for Non-Finance Executives course
- ✓ Emergency care & Safety institute certificate

Competencies

- ✓ Ability to type in English at 70 wpm
- ✓ Computer skills with experience in MS Office, SAP Applications
- ✓ Analytical analysis knowledge
- ✓ Budget Planning skills
- ✓ Independent correspondence & letter drafting
- ✓ Knowledge of operating office equipments such as Video conferencing, Copier, Projector, Spiral binding, laminating machine etc.

Languages

English : Read, Write & Speak
Hindi : Read, Write & Speak
Urdu : Read & Speak
Arabic : Read & Speak

Personal Information

Date of Birth : 07-07-1975
Nationality : Indian
Gender : Male
Marital Status : Married
Nationalty : Indian
e-mail : usaimi95@yahoo.com
Mobile Tel. No. : +966-552204916
Passport validity : 5th April, 2031
Saudi Driving License: 2029
validity
Present Address : Rabigh, Saudi Arabia

I do hereby declare that according to best of my information and belief the details furnished above are true and correct.

(MOHAMMAD USMAN)