

Muhammad Ali Raja

Administrator Cum Secretary

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Personal Statement

A friendly, high-energy professional who anticipates what the boss needs, sets priorities & communicates effectively.

- ❖ Meticulous administrator, excellent at juggling multiple tasks and working under pressure, my tenacious and proactive approach resulted in numerous important contract wins.
- ❖ Broad industry experience includes *Retail, FMCG trading & Construction Project Management*.

Employment chronology:

Project Secretary

January 2020 – Present

at Alfanar Construction

Company Industry: Electric Power Production & Transmission

- ◆ Prepare procedures at the beginning of each project and keep the files up to date during the project.
- ◆ Preparing incident & accident reports.
- ◆ Preparing & editing project documentation; FAC,PAC,TCC, letters and submittals holding BDRM.
- ◆ Handing employee affairs; preparing rosters,issuing warnings,incentives, transfers, vacations etc.

- ◆ Perform all administrative tasks as laid down in the department, team or work procedures.
- ◆ File, archive online & offline, retrieve, copy, and distribute documents as required.

- ◆ Prepare and distribute Master Document Register and keep it updated Control revision of documents.

- ◆ Familiarize with, update, and work with databases and documents

- ◆ First line of contact for document enquiries, internal and external

- ◆ Collect, implement and use know how and experience for the purpose of improving customer service.
- ◆ Initiate action to prevent the occurrence of any non-conformities relating to the product, process and management system.
- ◆ Organize meetings, book rooms and flights for all members of project team

Executive Secretary cum Head of Merchandising.

May 2019 - January 2020

at Msarat alkher trading

- ◆ Correspondence to Management, Vendors, customers & branches through emails & phone calls respectively.
- ◆ Arranging meetings, preparing memos, drafts & correspondences. Planning calendar.
- ◆ Tracking record of office expenses/inventory, petty cash preparing requests & quotations.
- ◆ Making accommodation & travel arrangements.
- ◆ Preparing Competitor Analysis reports.
- ◆ Processing payroll, rosters training, hiring & firing of the new/old staff, vacation/transfer request, making incident reports.

Processed docs for the following depts:

- ✓ Operations
- ✓ Marketing
- ✓ HR
- ✓ Administration

Data Entry Operator/Secretary

January 2016 - April 2019

at AL Raya for Foodstuff

Company Industry: Retail

My responsibilities were as follows but not limited to:

- ◆ Maintains database by entering new and updated customer and account information.
- ◆ Preparing weekly, monthly performance reports(KVI,KPI).
- ◆ Issuing Purchase orders as required (to D.C OR DSD).
- ◆ Processing payroll,rosters training,hiring & firing of the new/old staff,vacation/transfer request,making incident reports.
- ◆ Coordinating effectively with the merchandisers & thus providing support & scheduling their duty timings.
- ◆ Provide customer support & reporting to management through E-mails, Calls, Docs etc.
- ◆ Maintain database by entering new and updated customer and account information.
- ◆ Prepare source data for computer entry by compiling and sorting information.
- ◆ Generate reports, store completed work in designated locations and perform backup operations.

Scholastic Record:

Bachelors in Commerce;
University of Punjab
Session 2013-2016

Core competencies:

- ✓ MS Office
- ✓ SAP ERP- Procurement & M.M.
- ✓ Fluent in English & Arabic(can write/read and speak Arabic & English fluently.)
- ✓ Fast typist.
- ✓ Working knowledge of workspaces like clevest.
- ✓ Google apps like Google meets,drive,calendar.
- ✓ Administering document lifecycle(author approve publish revise retire archive).