

CURRICULUM VITAE

SHAHADAT HASAN (Administrative Secretary/System Analyst)

Bachelor of Arts (Hons) English & Diploma in Computer

Mobile No: 00966 53 688 0971(KSA)

E-mail ID.: naushad_shahadat@hotmail.com; hasanshahadat7@gmail.com

CURRENT ADDRESS:

P.O. Box 1122, Al Bayounia, Thaqbah

Al Khobar 31952 – KSA

CAREER OBJECTIVE

My capability to accept challenges and in performing assignments successfully makes me excel in all the endeavors I undertake. Seeking a responsible job with an opportunity for professional challenges. To use my skills in the best possible way for achieving the company's goal. I am currently looking for a position better matched to my skills and long term career goals. Accomplished Administrative Support professional practiced at addressing all facets of business office needs, including file and document management, inventory allocation and technical training. Proficient in maintaining stringent financial controls and timelines. Offering diplomatic and professional communication, strong time management and multitasking expertise.

ACADEMIC QUALIFICATION

- ✓ **Bachelor of Arts (Hons) English Education** from D.A.V P.G College Siwan Bihar, India
- ✓ **Intermediate Examination (12th)** with Science (Physics, Chemistry, Math, English & Hindi) from Board of High School and Intermediate Education Uttar Pradesh.
- ✓ **High School Examination (10th)** with Science (Physics, Chemistry, Math, English & Hindi) Board of High School and Intermediate Education Uttar Pradesh.

PROFESSIONAL QUALIFICATION

- ✓ **Diploma in Computer** from BCE Integrated Academy of Technology, New Delhi.
- ✓ Advanced Certificate in Web Application (ACWA) from NIIT Institute Siwan.
- ✓ NOVELL Networking Technology (leading to network certification) from CMS Computer Institute New Delhi.
- ✓ IACM Certified System Administrator, New Delhi.

EXPERIENCE

- ✓ Currently Working with AL HOTA STANGER LTD. CO. (KSA) as an Executive Secretary / System Analyst May 2010~ up to present. (Total Experience 10 Yrs. Eleventh Months As on April 2021)

MAJOR PROJECT EXECUTED/ASSOCIATED

- ✓ Independently handled Oil Field Chemical Project & Water Treatment and General Chemical Project for **SAUDI ARAMCO 2010 ~ 2013**

ACTIVITIES AS SECRETARY


- ✓ Overall working with chemistry department with work force of 50 staffs (Managers, Laboratory Supervisors, Chemists and Lab Technicians), involving in preparation of quotation, preparation and submission of bids, responding client enquiries, attending technical and commercial clarification in order to meet client requirement. Taking full responsibility of department in the absence of laboratory manager.
- ✓ Day to day operation and management of material analysis laboratories. The department has four laboratories. Oil and Fuel Lab., Microbiology Lab., Asbestos Lab., General Chemical Construction Materials (Water, Food and Other Wet-Chemistry Laboratories)
- ✓ Maintain quality, Safety and housekeeping, Day to day meeting with clients and marketing of services.
- ✓ I am performing effectively all secretarial and administrative tasks.
- ✓ Self-starter able to work without constant supervisions.
- ✓ Responsible for typing correspondence, Monthly Invoice Data, Weekly Invoice Data, Letters, Memos, Quotation and Weekly cumulative Details etc.
- ✓ Answering all incoming and outgoing calls and maintains its records, interaction with client.
- ✓ Co-ordinate all the office activities with manager and with subordinate staff members.
- ✓ Arrangements of attendance register of all staff and handle all kind of front office job efficiently.
- ✓ Controls receipts, issues, storage and retrievals of original documents like standard operating procedures, batch manufacturing and packaging records.
- ✓ Maintenance of records analytical reports control procedures & worksheets.
- ✓ Arrange making/renewing agreement with partners and updating them with products and pricing details on a regular basis. Monitor order processing by coordinating with logistic staff to ensure timely deliveries.
- ✓ Ensure Quality Assurance by following QA process to achieve proper & systematic documentation.
- ✓ Full monitoring and controlling on LIMS (Laboratory Information Management System), data and Chemical entries of samples using LIMS Express.
- ✓ Well familiar and excellent skills of SAP net weaver portal.
- ✓ Strong Knowledge of Microsoft Dynamic GP (Entries of sales register.)

ADVANCED SKILLS SETS

- ✓ Monitoring, Controlling, Managing and configuring on windows servers 2000/2003/2008
- ✓ Computer assembling, maintenances, and Troubleshooting.
- ✓ Configuring and maintain wireless network, troubleshoot wired & wireless network.
- ✓ Partitioning, formatting, Operating System installation & Software installation.
- ✓ Repairing windows installation & installing application, managing resources and managing data.
- ✓ Configuring and managing Domain Controller.
- ✓ Configuring Active Directory Roles Services (DC, CDC / PDC, SDC, ADC)
- ✓ Provides integrated team support and maintenance of LAN Hardware & Software.
- ✓ Responsible for the help desk activities by properly coordinating, logging, monitoring, identifying and resolving on a timely manner, the IT related problems of users.
- ✓ Manage the backup process as per approved procedure.
- ✓ Diagnose and resolve technical hardware and software issues.
- ✓ Excellent time management skills and ability to multi-task and prioritise work.
- ✓ Knowledge of office management responsibilities, systems and procedures.
- ✓ Strong attention to detail, ability to maintain confidentiality while managing highly sensitive material with the utmost professionalism.
- ✓ Flexibility, ability to operate effectively and with composure under pressure and within time constraints.
- ✓ Excellent communication and English language skills (oral and written).
- ✓ Strong working knowledge of Microsoft Outlook, Word, Excel and PowerPoint

PERSONAL DETAILS

Father's Name : Tajamul Hasan
Permanent Address : P.O. Box 841241, Chanp Teghra, Dist. Siwan Bihar, India
Nr. Siwan Engineering College
Date of Birth : May 05th, 1988
Gender : Male
Marital Status : Married
Languages Known : English, Fluent R/W/S
Arabic, Basic R/S
Hindi & Urdu, Native R/W/S
Old Driving License No. : 3910/07-08/Siwan
Indian Driving License No. : BR-2920080039860
KSA Driving License No. : SN04003908552576, Valid Till- 21/05/2024
Passport No. : R2364789
Place of Issue : Riyadh - KSA
Date of Issue : 04/04/2017
Date of Expiry : 03/04/2027
Nationality : Indian
Religion : Muslim
Home Mobile No. : +91 99555 74681
+91 70700 22944
Public Profile / URL : <https://www.linkedin.com/in/shahadat-hasan-a702a998/>



SHAHADAT HASAN

الحوطي
AL HOTY

ستانجر
STANGER

شركة الحوطي ستانجر المحدودة
AL HOTY-STANGER LTD.CO

شهادات حسن

SHAHADAT HASAN



Position: EXECUTIVE SECRETARY

Emp. #: 11411

Iqama / ID: 2363788254

Blood Group: B+ Copy: 2