

IMRAN AKHTAR

OFFICE MANAGER | EXECUTIVE ASSISTANT | EXECUTIVE SECRETARY



CONTACT

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SKILLS

Communication

Adaptability

Strong Work Ethic

Time Management

Critical Thinking

Handling Pressure

Problem Solving

Multitasking

Coordination

EDUCATION

MBA/ Business Administration

University of Central Punjab, Lahore
2005 - 2008



AWARDS

Scholarship in MBA

RESUME OBJECTIVE

A pleasant, professional, and proficient Office Manager, Executive Assistant, and Executive Secretary who has a long track record of ensuring things run smoothly behind the scenes of a busy office. I am an effective team member who has the ability to meet deadlines and ensure that the highest standards of office organization are maintained at all times. I am looking forward to working for an organization that offers excellent opportunities for personal and professional development.

EXPERIENCE

OFFICE MANAGER TO EXECUTIVE DIRECTOR

Awam Dost Foundation

July 2019 - Dec 2021

- United Nations Development Program-UNDP project WNVRC.
- Manage and maintain ED's Calendar including scheduling appointments, Internal/external meetings and conference call.
- Coordinated complex travel arrangements, including domestic and international.
- Draft and edit correspondence, communications, presentations and other documents on behalf of Executive Director.
- Complete monthly expense reconciliation for ED.
- Serves as a liaison with internal staff at all levels.
- Support other Senior Management staff on other projects as needed.
- Prepare agendas for meetings, briefing materials and presentations as needed to support ED.
- Provide administrative support to ED in order to increase his availability for executive level responsibilities.



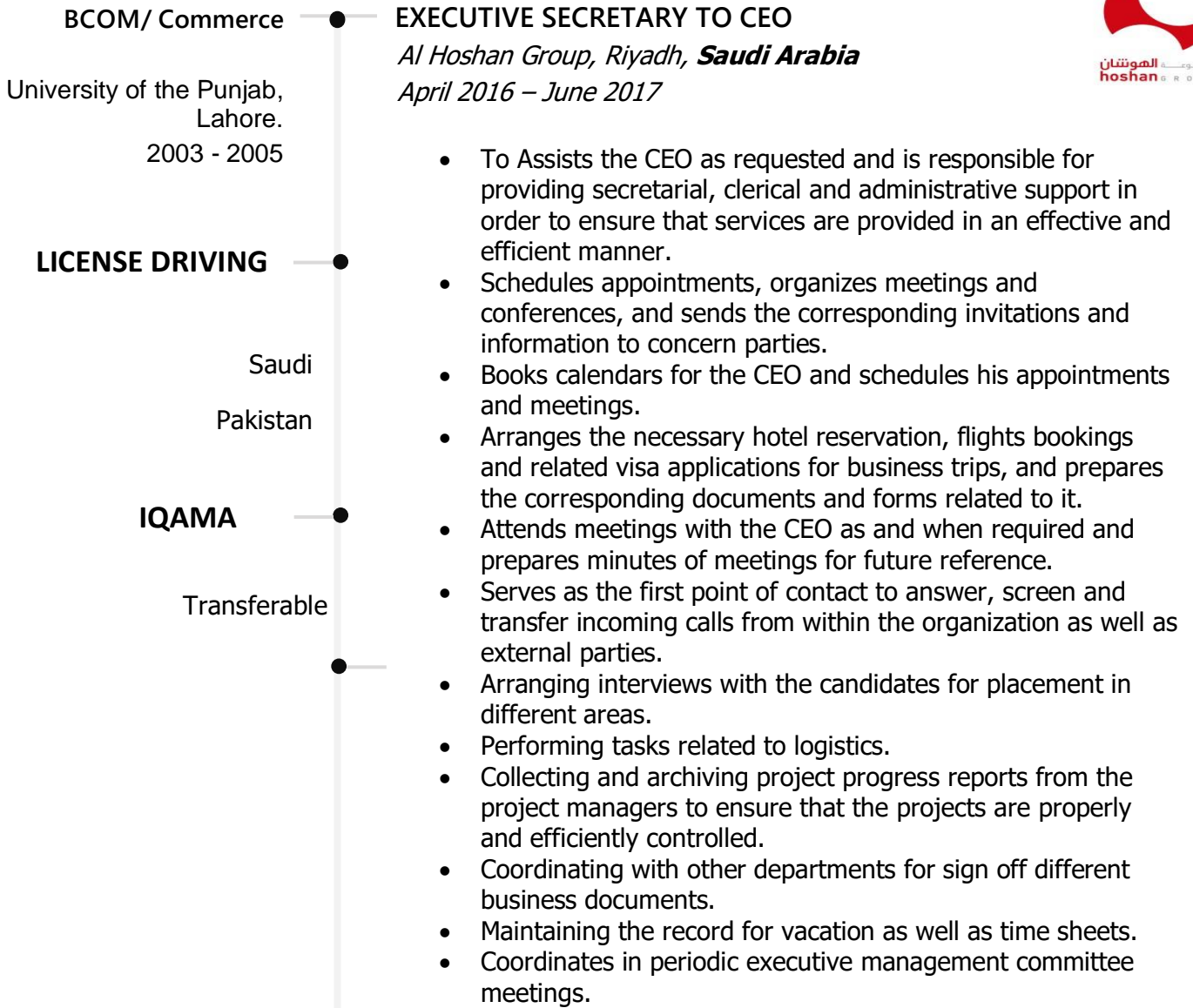
EXECUTIVE SECRETARY TO VICE PRESIDENT

El Seif Development Company, Riyadh, Saudi Arabia

July 2017 - June 2018

- Manage executive's extensive calendar and assist in planning appointments, board meetings, Conferences.
- Coordination with top level management.
- Arrange internal & external meetings and keep minutes.
- Email handling on behalf of VP.
- Maintain office standard at all levels.
- Receive and screen phone calls.
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
- Make travel arrangements & hotel reservations for executives.
- Handle confidential documents ensuring they remain secure.
- Provide executive support services.
- Maintain electronic and paper records ensuring information is organized and easily accessible.





EXECUTIVE ASSISTANT TO CEO

*Highness Construction Contracting Est, Riyadh, **Saudi Arabia***
Nov 2015 – April 2016

- Carrying out large volumes of filing while retaining a good level of accuracy and efficiency.
- Arrange internal & external meetings and keep minutes.
- Rapidly responding to and resolving any administrative problems.
- Managing related legislative, regulatory and compliance issues.
- Running the company reception area.
- Coordinating office procedures.
- Typing up correspondence including letters, faxes, minutes and memos.
- Handle confidential documents ensuring they remain secure.
- Provide executive support services.
- Maintain electronic and paper records ensuring information is organized and easily accessible.

● EXECUTIVE ASSISTANT

Center for Peace & Development Initiatives, Islamabad, Pakistan
Sept 2009 – September 2015



- Managing the extensive calendar in order to ensure and keep tracking the meetings and appointments.
- Email Organization; in order to sort and distributing to the concerned people and departments.
- Assist with the director travel and logistic arrangements.
- Producing brief papers, reports and presentations.
- Coordination with NADRA, Education, Health Department Officials and conducting the interface meetings with the community.
- Conducted Budget seminars, workshops in order to highlight the importance of need based utilization of budget
- Arranged meetings of community members with Member of National Assembly (MNA) and Member Provincial Assembly (MPA)
- Coordinated and conducted sessions in different colleges to create the awareness about active citizenship.
- Prepared agendas and materials for meetings as required by ED.

● MANAGEMENT COORDINATOR

Balochistan Glass Limited, Lahore, Pakistan
March 2008 – October 2009



- Coordination with marketing department and updated the General Manger.
- Arranged meetings of General Manager with Production Manager, Technical Manager & Quality Manager.
- Collection and sending the production report to the General Manger on daily basis.
- Arranging interviews with the potential candidates for placements on different areas.
- Receiving the document for GM sign off.

● REFERENCE

- Will be provided on demand.