# IMRAN AKHTAR

## OFFICE MANAGER | EXECUTIVEASSISTANT | EXECUTIVE SECRETAY



#### **CONTACT**

Email:imranakhtarbaloch@gmail.com

Phone: 00966509544158 Address: Riyadh, Saudi Arabia

LinkedIn:linkedin.com/in/imran-akhtar-240452108

#### **SKILLS**

Communication

Adaptability

StrongWorkEthic

**TimeManagement** 

CriticalThinking

**HandlingPressure** 

**ProblemSolving** 

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



- 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.



#### **BCOM/ Commerce**

**EXECUTIVE SECRETARY TO CEO** 

محمدوعـــه الهونتيان hoshan a a o u p

University of the Punjab, Lahore. 2003 - 2005 Al Hoshan Group, Riyadh, **Saudi Arabia** April 2016 — June 2017

#### LICENSE DRIVING

 To Assists the CEO as requested and is responsible for providing secretarial, clerical and administrative support in order to ensure that services are provided in an effective and efficient manner.

Saudi

 Schedules appointments, organizes meetings and conferences, and sends the corresponding invitations and information to concern parties.

Pakistan

• Books calendars for the CEO and schedules his appointments and meetings.

IQAMA

 Arranges the necessary hotel reservation, flights bookings and related visa applications for business trips, and prepares the corresponding documents and forms related to it.

IQAIVIA

 Attends meetings with the CEO as and when required and prepares minutes of meetings for future reference.

Transferable

- Serves as the first point of contact to answer, screen and transfer incoming calls from within the organization as well as external parties.
- Arranging interviews with the candidates for placement in different areas.
- Performing tasks related to logistics.
- Collecting and archiving project progress reports from the project managers to ensure that the projects are properly and efficiently controlled.
- Coordinating with other departments for sign off different business documents.
- Maintaining the record for vacation as well as time sheets.
- Coordinates in periodic executive management committee meetings.

### **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.