**CURRICULUM VITAE**

**MOHAMMED GULAM NABI**

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**Riyadh, K.S.A.**

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CAREER OBJECTIVE:

Looking as an **Administrative Assistant** with a reputed organization where I can utilize my knowledge and experience to obtain Company’s growth and develop carrier.

**WORK EXPERIENCE IN SAUDI ARABIA:**

**Working as an Administrator, Assistant in M/s. ABV ROCK GROUP CO. LTD., Riyadh (From April 2017 till now).**

**JOB PROFILE:**

* Preparation of Contracts and other related documents of the employees.
* Updating of new joining employees in PAS UNIX system.
* Process of Travel Leave Request, monitoring, encoding, updating in TLR UNIX system and follow-up.
* Arranges, manages and coordinates all aspects of travel to meet the specific needs of all employees.
* Prepare documentation for Carrier services Internal and External.
* Assist senior in administering various documentation processing.
* Monitors and replies to incoming Group Wise emails.
* Follow-up of Employees Medical Insurance Cards and update in the system.
* Proper Labeling and classification of documents in the individual employee’s file.
* To provide assistance to co-employees in the Local Administration section.
* Counter-checking of new hire’s documents as per list from Recruitment Section.
* Documents are properly classified and orderly arranged in a separate filing cabinet.
* Filing, maintaining archiving relevant to individual files, documentation and other records.

**Worked as an Executive Secretary in M/s. AL JOMAIH AND SHELL LUBRICATING OIL COMPANY LTD. Riyadh (From December 2006 to November, 2016).**

**JOB PROFILE:**

* Perform all Secretarial work to support Lube Supply Chain (LSC) General Manager in performing technical, administrative duties and documentation records.
* Processing of all in-coming and out-going correspondence in a timely and confidential manner.
* Preparation of Letters, Faxes, Internal memos and Purchase orders.
* Preparation of travel request during plant staff visits for training.

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* Printing of Export invoices during the export of products.
* Maintaining Plant, Logistics filing system well organized, keeping all Contracts, Tenders and Board meeting files with strict confidentiality.
* Arranging department head scheduling meetings.
* Reviewing and preparing expense claims.
* Perform Bulk sales transfer posting in SAP system.
* Maintaining of incoming / outgoing and Customer files. Fax handling.
* Preparation of Annual Schedule for the Quality Internal audits and follow-up conducting audits with Internal Auditors of the Company.
* Coordinate and arrange all BSI external Quality Auditors visits for related audits and organize the meeting.
* Follow-up actions of Internal and External Quality audits.
* Preparation and updates of Quality Procedures, Manuals and Work Instructions in Quality Management System (ISO 9001-2008) and follow-up for the ISO certification.
* Keep records of all Quality and HSSE activities.

**Worked as an Executive Secretary and Asst. Accountant in M/s. SAMACO Group – Automotive Division, Riyadh ( A Sole Agent of Porsche, Audi & VW Cars in Kingdom of Saudi Arabia) From September 2001 to June, 2006).**

**JOB PROFILE:**

* Preparation of Letters, Purchase Orders.
* Handling the day to day activity of Personnel dept, such as renewal of identity cards (Iqama) and exit re-entry process of the employees.
* Preparation and maintaining the vacation schedule of employees.
* Responsible for making of air ticket reservation for the staff on training.
* Maintaining personnel files / record of the official- ensuring strict confidentiality of the personnel files and other documents.
* Make arrangements for any meetings required by department head.
* Typing all internal memos and external correspondence. Keeping records of outgoing/incoming documents.
* Responsible to official parcels by regular courier services (In/Out) National/International.
* Perform general duties of administration and personal affairs.
* Preparing Receipt & Payments Vouchers in support of every transaction.
* Follow up payments.
* Taking care of accounts Receivable and Payable.
* Passing the necessary Journal vouchers.
* Arrange to certify the Cheques.
* Prepare statement of accounts.

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**Worked as a Secretary in M/s. RAJAB & SILSILAH CO, Riyadh (From May 1996 to August, 2001).**

**JOB PROFILE:**

* Preparation of Quotations, Tenders, Letters, Invoices and Delivery notes.
* Preparation of various reports like monthly sales report.
* Responsible for travel arrangement, accommodation booking for business trips of VIPs and other officers.
* Maintaining of incoming and outgoing files, personnel and customer files.
* Typing / filing of various types of documents.
* Attending the customer calls and Fax handling.

TRAINING ATTENDED:

* Internal Auditor Training Course, ISO 9001:2008
* Awareness Training Course, ISO 9001:2008
* Principles of Health, Safety and Environment Training Course (HSSE)

EDUCATIONAL QUALIFICATIONS:

**ACADEMIC :** B. Com., Bachelor of Commerce Degree

From Osmania University, Hyderabad, India.

**TECHNICAL :** Passed Diploma in English Typewriting Higher Grade

From State Board of Technical Education & Training,

Hyderabad, India.

Passed Diploma in Computer Accountancy.

**Software Skills**:

MS Office (MS Word, Excel, Power point & Outlook).

**PERSONAL PROFILE:**

Name : MOHAMMED GULAM NABI

Nationality : Indian

Marital Status : Married

Languages Knows : English, Arabic, Hindi & Urdu

Driving License : Holding a valid Saudi Driving License

Iqama Status : **Transferable.**

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