



**Position looking For : Admin Assistant/ HR Assistant / Recruitment Assistant**

**Mohammed Ashfaq Hussain**

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### **Objective :**

Seeking a quality environment where my knowledge can be shared and enriched. I am looking for an opportunity where I can improve my quality and also realize my potential under guidance and work effectively in term while climbing the ladder of success.

### **Academic Qualification:**

**[Bachelor of Science(BSc)]**

Osmania University, Hyderabad, India

**Intermediate (10+2)**

Board of Intermediate, Hyderabad, Telangana. India

### **Technical Skills:**

**Diploma in Computer Application**

Micro Computer Academy – Hyderabad , Telangana India

**Diploma in Information Processing & Data Entry**

(SETWIN Govt. Society) – Hyderabad , Telangana. India

**Typing : Bilingual (English / Arabic )**

### **Software Skills:**

- MS Office ,Outlook Express Etc.
- Good Knowledge of computer software & Internet & online airline booking.

### **Experience & Work History:**

**(Since Jan 2009 to till date)**

**Current Job : CEO Assistant / Admin Assistant**

Company Name : Bedoon Essm Trading Co / Mohammad AlHuraigy Co., Dammam KSA

### **Responsibilities :**

- Secretarial work
- Visas processing Business and visitor visa for CEO and other Staff.
- Reservation of air- ticket and hotel booking for CEO, maintaining FFP of different airlines for CEO.
- Maintain all Co. emails , creation/edition/deletion of email accounts.
- Coordinating with HR for recruitment, maintaining Job descriptions, salary structure, applying for work visas, communicating with recruitment agencies, making visa delegation .
- Joint authorized signatory for all company bank accounts.
- Co. Authorized signatory in Chamber of Commerce

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**Company Name : Gulf Steel Coating Industries / Jubail KSA**  
**(Since 1995 to 2008)**

**Job Position : Secretary / Sales Coordinator**

- Responsible for organizing and distribution of all incoming /outgoing correspondence (Letters, Faxes, Quotation etc.)
- Coordinate between clients, Sales and production.
- Processing Purchase orders.
- Preparing Quotation for Fabrication Material.
- Processing Work Order /Sales Order
- Arranging material delivery with coordination of Dispatcher
- Receiving telephone calls and answering clients calls.
- Preparing Daily Report of Sales.

**Job Position : Secretary Cum Customer Service**

- Responsible for organizing and distribution of all incoming /outgoing correspondence (Letters, Faxes, Quotation etc.)
- Preparing Daily, Weekly, Monthly Report of Sales & Collection.
- Preparing Quotations, Letters fax messages.
- Operating copying machine, fax and other machine.
- Receiving telephone calls and answering clients calls
- Coordinate with Sales Coordinator /Dispatch and Delivery Coordinator for material delivery as customer Service.

**Job Position : ( As Admin Secretary)**

- Typing all Arabic correspondence
- Preparing Iqama (ID) renewal, Exit Re-Entry form
- Typing other documents like Exports etc.
- Follow up for Iqama and other renewal
- Arranging Air Ticket & Booking.

**Job Profile : ( As Data Entry Operator)**

- Data Entry in fabrication Software ARMOR of Bar Bending Schedule (BBS) for fabrication of steel rebars.

**Iqama Status : Transferable**

**Personal Information:**

Marital Status : Married, Children : 2  
Religion : Islam  
Languages Known : English, Urdu, Hindi & Arabic