

The HR Department,
Karachi

Sub: Application for the post of Executive Secretary to Chairman

Dear Sir,

For the past 2 years, I have worked as a Executive Secretary to CEO at Arif Habib Limited, where I have developed my working skills. Although I have greatly enjoyed this role, I am looking for a new challenge that will provide me with the opportunity to further develop my career.

I have enclosed my CV to support my application. It shows that I will bring important skills to the position, including:

- Time management and strong organizational skills
- High-level customer service
- Motivation and dedication.

I am enthusiastic and professional, and I believe I would fit well into the company's team culture and contribute to the ongoing success of the department.

I would very much enjoy having the opportunity to talk with you further to discuss the requirements and expectations of the position, and how I could use my skills to benefit.

Thank you for considering my application. I look forward to hearing from you.

Yours sincerely,

Regards

Shariq Siraj
Cell # 0092-341-8114678



SHARIQ SIRAJ

Cell No: 0092-341-8114678

Email: shariqsiraj06@gmail.com

Address: 1st floor, 3/1 1J, Nazimabad No.1, Karachi.

Objectives:-

To be a part of a distinguished Organization where I can take the initiative and be empowered to do my job, increase my knowledge and skills while keeping my work results in line with company overall future, and present plans.

Academic Qualification:-

| <i>Degree</i> | <i>Year</i> | <i>Institution</i> |
|----------------------|-------------|--------------------------------------|
| B. Com - Appeared | 2016 | University of Karachi |
| I. Com | 2014 | Intermediate Board of Karachi |
| Matriculations | 2011 | Board of Secondary Education Karachi |

Work Experience:-

Organization:- Arif Habib Limited
Designation:- Secretary to CEO
Tenure:- May 2017- Till to Present
Location:- Karachi, Pakistan
Reporting to:- CEO

Job Description:-

- Organize Daily Schedule
- Coordinate Different Departmental Head
- Arrange Documents for Meeting
- Schedule meeting with internal & external stakeholders
- Manage Files & Records
- Arrange all documents in Computers
- Handle Home & Personal Issues
- All Club Membership Issues & Payment Matters
- Handle Correspondence with Companies as per directions of CEO and also Follow-up the Internal Systems.
- Arrange all invoices move to Accounts Department, Management travel issues like through credit card / Cash payments (Hotel, Travel, Foods, Rent A Car etc)
- Attend phone calls & coordinate different department executive
- Handling of Charitable requests and Corporate Sponsorship queries. Also responsible for Overseeing Corporate Booking Business Travel including making Airline Reservations, Booking Hotel and arranging for Rental Car.

Organization:- Rotocast Engineering (Pvt.) Ltd
Designation:- Front Desk Officer
Tenure:- May 2016- May 2017
Location:- Arif Habib Centre

Job Description:-

- Coordinate different department head, managers and staff, correspond on behalf of the management.
- Attend phone calls & coordinate different department executive.

Organization:- SHEEP Clothing
Designation:- Supervisor
Tenure:- Feb 2014- Jan 2016
Location:- Dolmen Mall, Clifton

- Vendor Management.
- Employee relation.

Arrange all invoices move to Accounts Department.

Organization:- S plus Art Link and Gallery
Designation:- Manager/ Coordinator
Tenure:- Dec 2012- Aug 2013

Organization:- Hamzaz Interior and Furniture
Designation:- Salesman
Tenure:- Jan 2011- June 2011

Personal Information:-

- Father's Name: Siraj Uddin Dehlvi
- Birth Place: Riyadh, Saudi Arabia
- Date of Birth: December 6, 1994
- Language: Urdu, English, Arabic
- Nationality: Pakistani
- Religion: Islam
- CNIC No. 42101-5637130-5