

Riyaz Khan

Mobile # 00919398884351 . UAE SIM not available AFTER 27th Nov will be available.

Email: rrk.riyaz@gmail.com

POSITION DESIRED: Executive Secretary (bilingual) or HR Manager

OBJECTIVE:

Challenging Executive secretary or Office Manager (bilingual) position in a growth-oriented organization which offers diverse job and responsibilities. with a proven ability to establish and maintain an effective filing and archiving system for paper documents and electronic documents and files in accordance with company and archiving procedures. Possessing extensive knowledge of electronic data management system, electronic filing systems, Easy going by nature and able to get along with both work colleagues and senior managers, currently looking for a suitable Executive Secretary or Office Manager position.

Education & Qualifications:

- Bachelor's Degree in Commerce – 2009
- Diploma in Computer Application (PGDCA) completed in June 2009 from NIT Computer Education

Computer skills:-

- English typing (Bilingual : Very Good speaking skills in English)
- MS Office (Excel, Word, Power Point, Front Page & Out Look).
- Ledger Maintaining in Excel Sheet as well as Record Keeping.

PROFESSIONAL EXPERIENCE:

8 years of Professional Experience in KSA.

1. Organization : Dar Al Riyadh Engineering & Architecture SANG Project (Saudi Arabia National Guard Project)

Solider & Officer Villas for National Guard 6 Billion Saudi Riyals

- b. Transfer from ITCC : Information Technology Communication

Complex, Project Name Tower's & Buildings 6 Billion or more

(by US Dollar)



Position : Executive Secretary

Duration 25.09.2009 to 17.11.2014

2. Organization: PROGER ENGINEERING & MANAGEMENT merge with
 Italconsult S.p.A (Constructions)
 Dormitories Buildings
 2.5 Billion Saudi Riyals or More

Position : HR Assistant / Sr. Document Controller Specialist

Duration 25.12.2013 to 17.06.2017

Duties and Responsibilities

- Performs administrative and secretarial duties with wide attitude exercising discretion and judgment
- Arranges and schedules appointments for the executive, including interviewing callers, Maintain up-to-date management manuals, directives, and organizational charts for the executive and keeps him informed of changes.
- Correspondence by emails.
- Sets up, maintains office files and records, keeps correspondence, and reports available for reference and efficient operation of the office maintain calendars; schedules and coordinates appointments.
- Receives calls and / or greets visitors, takes and relays messages, responds to requests for information; provides information or directs caller / visitor to appropriate individual.
- Reviews outgoing correspondence, writes and edits for procedural and grammatical accuracy, conformance to general policy and factual correctness.
- Maintains and / or creates files or record keeping systems, Sorts, labels, files and retrieves documents, or other materials.
- Administration of office managed the office as well as improvement of the office routine function.
- Maintain material classification system.
- Work on DAR Portal for all E&A Staff (Total 1,847 employees) regarding Portal problems.
- Following up on all paperwork as necessary and ensuring that accurate and up to date information is available for entry into the relevant system.
- Attending telephone calls, noting down the messages in his absence and forwarding him the same and reminding him to call back.
- Planning, scheduling his meetings, reservations and arrangements of air tickets for trips, domestic as well as international, and hotel reservation also.
- Monitoring files of all incoming and outgoing mail / fax.
- Drafting / typing outgoing letters. English .
- Make photocopies and scanning the office important documents and make a record.
- Make travel and hotel arrangements of office employees.
- Other tasks as assigned.

: HR Assistant

- Work with internal teams and hiring managers to assist with recruitment efforts.
- Assist with both external and internal hiring efforts (internal recruitment meaning assessment of employees for different or more senior roles.)
- Develop recruitment strategy. This may include job posting optimization, recruiting marketing channel development, job board procurement, digital and non-digital employment marketing, comprehensive recruitment campaign planning, talent planning, etc...
- Identify and source appropriate talent for current open roles within the organization
- Identify future talent needs and proactively recruiting and sourcing; develop talent pool or social engagements.
- Manage the recruitment process and life-cycle, including initial assessments, interviews, and offers.
- Counsel the candidate on corporate benefits, salary, and corporate environment.

- Provide recruitment counsel and guidance to hiring managers and HR professionals with hiring and employment data. May develop specialized or competitive intelligence and research in regards to talent development or retention.
- Use social media, job boards, Internet sourcing, and other technical means to source candidates for open jobs.
- Research, analyses, and present data as assigned.
- Develop standard and ad hoc reports, templates, dashboards, scorecards, and metrics.
- Meet with management to discuss and clarify requests for projects, highlight issues, and make recommendations to address issues and priorities.
- Write detailed reports and make oral presentations to management.
- Assist in rollout and implementation of HR programs.
- Coach and assist in development of new team members.
- Identify and participate in continuous improvement initiatives.
- Ensure compliance with Data Privacy and Protection Guidelines
- Implement effective mechanism for gathering multiple data from different systems, analyses it and present it correctly using charts, graphs and trend analysis.
- Review and where necessary, implement improved business processes for HR Department.
- Implement robust processes to ensure that a high quality service is provided to both internal and external customers.
- working closely with various departments, increasingly in a consultancy role, assisting line managers to understand and implement policies and procedures;
- promoting equality and diversity as part of the culture of the organization;
- liaising with a wide range of people involved in policy areas such as staff performance and health and safety;
- recruiting staff - this includes developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing and selecting candidates;
- developing and implementing policies on issues like working conditions, performance management, equal opportunities, disciplinary procedures and absence management;
- preparing staff handbooks;
- advising on pay and other remuneration issues, including promotion and benefits;
- undertaking regular salary reviews;
- negotiating with staff on issues relating to pay and conditions;

Job Title : Administrator

Duties and Responsibilities

- Communicate and handle incoming and outgoing electronic communications on behalf of the Partners
- Answer phones and direct all incoming calls to appropriate party promptly and efficiently
- Assist Partners with preparation of presentation materials
- Review and summarize miscellaneous reports and documents; prepare background documents and outgoing mail as necessary
- Arrange travel schedule and reservations for executive management as needed
- Open, sort, and distribute incoming correspondence, including faxes and email.
- Greet visitors and determine whether they should be given access to specific individuals.
- File and retrieve corporate documents, records, and reports.
- Perform general office duties such as ordering supplies, maintaining records management systems, performing basic bookkeeping work.
- Attend meetings in order to record minutes.
- Set up and overseas administrative policies and procedures for offices and/or organizations.
- Supervise and train other clerical staff.
- Other duties as required.
- Attend meetings as required.

Personal Details:

Nationality	:	Indian.
Marital Status	:	Married
Driving License	:	Kingdom of Saudi Arabia
Languages	:	English , Teleugu Hindi
Visa Status	:	Visit Visa
Availability	:	Immediately.