**** Curriculum Vitae

**Mohammed Zahid Ali**

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Email: [zahidksa03@gmail.com](mailto:zahidksa03@gmail.com)

Post Applied for Admin Assistant

**Career Objective:**

Desiretosecureachallengingpositioninareputableorganizationtoexpandmylearning,knowledge,andskills.Secure a responsible career opportunity to fully utilize my training and skills, while making a significantcontributiontothesuccessofthecompany.

**Educational Qualification**

**SSLC** From Karnataka Board Gulbarga

**P.U.C**Science FromKarnatakaBoardGulbarga

**Bachelorofscience**From**G.U.G**Gulbarga

**Personal Skills**

* Capableofunderstanding&executingofjobassignments.
* Abilitytoprioritizeandworkunder .
* Communicationskills.
* Capableofdemonstrativeinitiative.
* Knowledgeofgeneralofficepracticesandbusinessetiquette.
* Goodrelationship with-co-workersandstaff.

**Professional Training**

* + - **Computer Skills** :Windows-XP,Ms-Word ,Ms-Excel ,Ms- Power point
    - **Typingspeed**:40wpm
    - **Basic hardware & Networking :** From Zoom Technologies–HyderabadMcse2015 From Zoom Technologies–Hyderabad

**Work Experience Summary:**

1 ) Qatar Engineering And Construction Company (Qcon) (Feb2020-Nov2021)

2) Anabeeb Services Co W.L.L. Qatar(Feb 2017 –Nov2020)

3) Globtier Infotech Pvt, Client ''Mahindra & Mahindra’’ Automotive Division Zahirabad ( 21june 2015 - 25dec2016)

4) Khidmaty Government Services Dubai (06nov2014-12 May 2015)

5) Jaypee Shahabad Cement Project (Aug 2012–Aug 2013)

**Duties & Responsibilities**

* Carry out administrative duties such as filing, typing, copying, binding, scanning, etc.
* Organize travel arrangements for senior managers
* Write letters and emails on behalf of other office staff
* Book conference calls, rooms, taxis, couriers, hotels, etc.
* Cover the reception desk when required
* Maintain computer and manual filing systems
* Handle sensitive information in a confidential manner
* Take accurate minutes of meetings
* Coordinate office procedures
* Reply to email, telephone, or face to face inquiries
* Develop and update administrative systems to make them more efficient
* Resolve administrative problems
* Receive, sort, and distribute the mail
* Answer telephone calls and pass them on
* Manage staff appointments
* Oversee and supervise the work of junior staff
* Maintain up-to-date employee holiday records
* Coordinate repairs to office equipment
* Greet and assist visitors to the office
* Photocopy and print out documents on behalf of other colleagues
* Provide polite and professional communication
* Implement clerical duties and administrative processes
* Conduct data entry
* Confirm restaurant reservations for senior staff
* Provide information by answering questions and requests
* Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
* Contribute to team effort by accomplishing related results as needed

**PERSONAL DETAILS**

Name : **Mohammed Zahid Ali**

Father’s name : **Mohammed Asad Ali**

Age : 28 years

Marital Status : Single

Nationality : Indian

Religion : Islam

**PASSPORT DETAILS**

Name :MohammedZahidAli

PassportNo :V1587035

Dateofissue :05.08.2021 Dateofexpiry :04.08.2031

Placeofissue :Bangalore

Place: JUBAIL,KSA

Date: MohammedZahidAli