



Muhammad Imran Jan Muhammad

Administrative Assistant
at Ibn Rushd, SABIC Affiliate

Location: Peshawar, Pakistan
Education: Bachelor's degree, Arts
Experience: 18 Years, 6 Months



CONTACT

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TARGET JOB

Target Job Title: Administrative

Career Level: Mid Career

Target Job Location: Peshawar, Pakistan, (any)

Career Objective:

I am well qualified individual, with an exceptional track record, professional experienced with national and multinational organizations, seeking a challenging and professionally rewarding position to contribute accrued expertise towards the qualitative enhancement of the organization.

Employment Type: Full Time Employee



PERSONAL INFORMATION

Birth Date: 12 August 1976

Gender: Male

Nationality: Pakistan

Residence Country: Peshawar, Pakistan

Marital Status: Married

Number of Dependents: 4

Notice Period: Immediately Available.



EXPERIENCE (18 YEARS, 6 MONTHS)

April 2010 – December 2017

Administrative Assistant

at Ibn Rushd, SABIC Affiliate

Location: Yanbu, Saudi Arabia

Company Industry: Petrochemicals

Job Role: Administration

- ▶ Assisting Manager in administration and providing administrative support. Tracking meetings and follow-up action items.
 - ▶ Scheduling visits and coordinating different matters with managers.
 - ▶ Managing emails, maintaining correspondence both internally and externally, and filing systems.
 - ▶ Preparing presentations for department, environment, health, safety & security (EHSS) and various high profile meetings & events.
 - ▶ Preparing permits & forms for Travel, Transfer, Treatment, Visitor, Vehicle, Communication, Exit Entry, IQAMA, Gate Pass, Material Gate Pass, Medical Claim, Passport Renewal, Road Block, and other forms and permits for the department. Preparing Job Qualification Plan (JQP) plan, vendor INVOICES, services requests (SSRS), Mod of change request (MOC), and Street Buying Request (SBR).
 - ▶ Preparing monthly, weekly, annual and other reports for department. Managing appointments and meetings.
 - ▶ Arranging hotel & flight reservations.
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January 2008 - August 2008

IT Officer

at Jamal Al Habtoor Real Estate

Location: Dubai, United Arab Emirates

Company Industry: Real Estate

Job Role: Information Technology

- ▶ Implementation and management of the servers (file, print and e-mail) infrastructure, their upgrades, capacity planning, security and audit.
 - ▶ Management of shared resources (disks, printers) and assign rights to users. Management of internal LAN, the IP address allocation and other network equipment. Gives technical assistance to users.
 - ▶ Analyze & register problems faced by users on different software platforms.
 - ▶ Maintains user's workstations, start-up and shutdown schedules, regular backups, restorations, and deal with crisis. Installation/reconfiguration/reinstallation of applications, diagnosing and providing solutions to users difficulties.
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- ▶ Prevention and cure through tools and to keep track of updates on the virus prevention.
 - ▶ Assist the Head of Administration with budget related expenditure estimates, in the preparation, maintaining of office budgets and servicing costs.
 - ▶ Assist in the negotiation with suppliers, associated agencies with regard to equipment, cabling, access to Internet etc. To organize and provide training and coaching to users on IT matters, especially on the MS Office suite.
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January 2007 - August 2007

IT & Admin Officer

at GSS Real Estate

Location: Ajman, United Arab Emirates

Company Industry: Real Estate

Job Role: Administration

- ▶ Provided a flexible, courteous and prompt service to clients. Applied relevant policies and legislation.
 - ▶ Prioritized & organized workload, allocated resources, met deadlines, achieved productivity benchmarks and supervised staff. Worked under pressure and responded to challenges.
 - ▶ Communicated to clients effectively, verbally and in writing, consultation and liaison. Prepared presentations various high profile meetings & events.
 - ▶ Arranged Hotel & Flight reservations. Managed appointments and meetings.
 - ▶ Was involved in recruiting process as support staff when required.
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September 2003 - January 2007

Office Assistant / PA to PD SFDP

at South FATA Development Project (IFAD Funded)

Location: Peshawar, Pakistan

Company Industry: Government Sector

Job Role: Administration

- ▶ Assisted Project Manager in administration and provided support.
 - ▶ Managed documentation and filing systems, office & vehicle, inventory of all office equipment. Drafted letters and maintained correspondence both internally and externally.
 - ▶ Prepared presentations for Project Technical Committee (PTC) Meeting and Project Review Board (PRB) and similar forums. Tracked meetings action items, scheduled and coordinated matters with various government offices, donors, partners and beneficiaries.
 - ▶ Prepared annual, quarterly & six monthly work plan for project field staff.
 - ▶ Prepared monthly work plan for project staff filed visit and vehicle schedule for visits. Prepared progress reports, (Financial / Physical & Cumulative).
 - ▶ Prepared report for head office.
 - ▶ Maintained MIS (Management Information System) for project. Assisted in project procurement process.
 - ▶ Prepared advertisements for project vacant position and was part of recruitment process. Developed various forms, formats and reporting system for newly project.
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February 2001 - February 2003

Computer Operator

at National Database and Registration Authority (NADRA)

Location: Peshawar, Pakistan

Company Industry: Government Sector

Job Role: Information Technology

- ▶ Filling National Registration Form in NADRA System
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August 1998 - January 2001

Office Assistant (Office Management)

at Amir Muqam & Co

Location: Peshawar, Pakistan

Company Industry: Construction

Job Role: Administration

- ▶ Applied advanced critical thinking skills in a stressful working environment where multi-task skills were essential, and top performance levels were absolutely required.
 - ▶ Ensured strict confidentiality regarding all business and client matters. Took minutes at executive meetings.
 - ▶ Authored, maintained, and distributed a myriad of financial and production reports including cash flow reports, invoices, purchase orders, contracts, vendor, and job files.
 - ▶ Ensured production agendas remained on track and within projected guidelines. Managed day-to-day operations for all construction sites.
 - ▶ Performed all general office duties.
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June 1996 - August 1998

Computer Section In charge

at Daud Sons Industries (Pvt) Ltd.,

Location: Peshawar, Pakistan

Company Industry: Government Sector

Job Role: Information Technology

- ▶ Managed information technology and computer systems.
 - ▶ Planned, organized, controlled, evaluated electronic data operations. Ensured security of data, and backup systems.
 - ▶ Acted in alignment with user needs and system functionality to contribute to organizational policy.
 - ▶ Managed staff training and coaching employees, communicating job expectations and appraising their performance. Identified problematic areas and implement strategic solutions in time.
 - ▶ Audited systems and assessed their outcomes. Preserved assets, information and control structures. Handled annual budget and ensure cost effectiveness.
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EDUCATION

Bachelor's degree, Arts

at Peshawar University

Location: Peshawar, Pakistan

Completion Date: November 1999



SKILLS

Microsoft Office
(Expert)

Q-Pulse
(Expert)

SAP R/3
(Expert)

Enterprise Content Management - ECM
(Expert)

SOP Preparation
(Expert)

Photographer
(Expert)



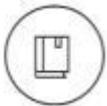
LANGUAGES

Pushto
Level: (Expert) | **Experience:** More than 10 years

Punjabi
Level: (Expert) | **Experience:** More than 10 years

English
Level: (Expert) | **Experience:** More than 10 years

Urdu
Level: (Expert) | **Experience:** More than 10 years



REFERENCES

Harbi-Al, Majed Attiah.
Job Title: Manager, Utilities Production.
Company Name: IBN RUSHD
Phone Number: +014.3218264
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DR. JAMAL YOUSAF
Job Title: Project Manager
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Shabanah, Ramzi D.
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