

## RÉSUMÉ

# SYED NAVEED ALI SHAH



House # 21-B (51A), Street # 4,  
Hussainabad Colony Opp: Gul Bahar # 1,  
Peshawar, 25000, KP, Pakistan



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### POTENTIAL

Conscientious; Dedicated to Work; Proficient;  
Performance Driven; Self-Starter; Punctual.  
Committed and motivated Administrator / Office Secretary with exceptional customer service and decision-making skills. Strong work ethic, professional conduct and great initiative. Methodical administrative professional with expertise in records management. Able to catalog and upload incoming documents, coordinate file movements and process requests. Solid critical-thinking, multitasking and problem-solving skills with advance abilities in secretarial as well as administrative services.

### WEBSITES & SOCIAL LINKS

LinkedIn:  
<https://www.linkedin.com/in/syed-naveed-ali-shah-1a5008a7/>

WhatsApp: (+92) 313 5353 841

### EDUCATION

#### GRADUATION (B.A)

University of Peshawar / Peshawar,  
Pakistan / 1996  
(Approved & attested by HEC,  
Foreign Office & UAE Embassy)

#### INTERMEDIATE (F.A)

Govt. Higher Secondary School No.  
1 / Peshawar, Pakistan / 1994  
Field of Study: Humanities Group

#### SECONDARY SCHOOL CERTIFICATE (S.S.C)

Federal Govt. Boys Public High  
School / Peshawar, Pakistan / 1992  
Field of Study: Science Group

### WORK EXPERIENCE

#### OFFICE SECRETARY

(03 YEARS)

Almabani General Contractors / Apr 2016 – Apr 2019 / Jeddah, Sharurah  
& Abha-Khamees – Kingdom of Saudi Arabia (KSA)

Being a Secretary of a company, my duties and responsibilities were the following:

- Providing secretarial services to the Site Manager (SM) as well as to the Administrator.
- Follow-up on implementation of the decisions with concerned departments and reporting on developments to the SM & Admin.
- Maintaining proper filing system of all outgoing and incoming letters, emails, complaints and applications for the SM.
- Maintaining up-to-date work unit files both in paper and electronic form.
- Processed financial documents including contracts, expense reports and invoices.
- Organize file papers and office documents in appropriate files/folders.
- Maintaining employee's attendance records, taking note of staff vacation time, sick days and personal days.
- Processed and tracked employees' timesheets and submitted to accounting department for payroll processing, facilitating timely and accurate payments.
- Created and maintained spreadsheets using advanced Excel functions and calculations to develop reports and lists.
- Set travel arrangements and gathered documents for management and executive staff meetings and trips.

## RÉSUMÉ

SKILLS	
<ul style="list-style-type: none"><li>♣ Self-Starter</li><li>♣ English, Urdu, Arabic &amp; Pashto Typing Proficiency</li><li>♣ Microsoft Office Proficiency</li><li>♣ Urdu Word Processing</li><li>♣ Speedy Data Entry</li><li>♣ Record Keeping</li><li>♣ Letter Drafting</li><li>♣ Document Controlling</li><li>♣ Accounting Skills</li><li>♣ Medical Transcription (MT)</li><li>♣ Computer Software / Hardware Installation &amp; Assembling</li><li>♣ Familiar with all computer related equipment, i.e., Multi-media &amp; slide projector, scanner, photocopier, digital camera etc.</li></ul>	<ul style="list-style-type: none"><li>• Coordinated troubleshooting, maintenance and updates for office systems including computers, hardware and software.</li><li>• Generated shipment invoices, prepared packages and setup courier deliveries for customers.</li><li>• Entered procurement invoice data into Company's Alma Vibe system and updated.</li><li>• Monitored and tracked project performance data with Excel spreadsheets to keep management informed of important trends.</li><li>• Fluent in use of Microsoft Word, Excel, PowerPoint, Outlook Express and manage all sorts of computer software installations, maintenance and troubleshooting individually.</li></ul>
LANGUAGES	
<ul style="list-style-type: none"><li>♣ English</li><li>♣ Urdu</li><li>♣ Pashto</li><li>♣ Punjabi</li></ul>	<p><b>ACCOUNTANT CUM DOCUMENT COMPILER (5.3 YEARS)</b> <i>Hashim Khalil Company Private Limited / Jan 2010 – Mar 2016 / Peshawar, Pakistan</i></p> <p><b>ADMIN CUM ACCOUNTANT (02 YEARS)</b> <i>The Builders Construction Company Private Limited / Nov 2007 – Oct 2009 / Rawalpindi, Pakistan</i></p> <p><b>OFFICE SECRETARY (08 MONTHS)</b> <i>Guerrino Pivato SpA (Italy) / Feb 2007 – Oct 2007 / Rawalpindi, Pakistan</i></p> <p><b>DATA ENTRY OPERATOR (DEO) (1.9 YEARS)</b> <i>National Logistic Corporation (NLC) / May 2005 – Feb 2007 / Faisalabad, Pakistan</i></p>
REFERENCES	
<p><b>DR. SULTAN ZAFAR AKHTAR</b> <i>Director, Institute of Kidney Diseases (IKD), Hayatabad, Peshawar, Pakistan</i> ✉: ☎: +92 300 599 2997</p> <p><b>MR. ABDUL HASHIM</b> <i>CEO, Hashim Khalil Company Pvt. Ltd, Peshawar, Pakistan.</i> ✉: <a href="mailto:alifhashim@gmail.com">alifhashim@gmail.com</a> ☎: +92 333 9000005</p>	<p><b>COMPUTER CUM PERSONAL ASSISTANT (05 YEARS)</b> <i>Department of Nephrology &amp; Hypertension, Govt. Lady Reading Hospital / Jan 1998 – May 2003 / Peshawar, Pakistan</i></p>
PROFESSIONAL COURSES	
	<p><b>ONE YEAR DIPLOMA COURSE IN INFORMATION TECHNOLOGY (IT)</b> <i>Microsoft Computer Academy / May 1996 – Jun 1997 / Peshawar, Pakistan</i></p> <p><b>COMPUTER HARDWARE &amp; TROUBLESHOOTING COURSE</b> <i>Pakistan Computer Academy / Dec 1998 / Peshawar, Pakistan</i></p> <p><b>MEDICAL TRANSCRIPTION (MT)</b> <i>Abasyn Institute of Management Sciences / Mar 2001 / Peshawar, Pakistan</i></p>
PERSONAL INFORMATION	
	<p><b>FATHER'S NAME:</b> Syed Immad Ud Din (Late) <b>DATE OF BIRTH:</b> February 16, 1976 <b>DOMICILE:</b> Peshawar, KP, Pakistan <b>CNIC #:</b> 17301 – 1457801 – 5 <b>MARITAL STATUS:</b> Married <b>RELIGION:</b> Islam</p>