

SAEED IQBAL



OBJECTIVE

To make the use of my professional abilities and qualifications to enhances my skill by working in the dynamic organizations with opportunity for growth. Enhance my performance in modern ways and throw out cramming concept

PERSONAL INFORMATION

D.O.B 06-March-1971
Marital Status Married
Religion Islam
Domicile Lahore
Nationality Pakistan
E-Mail sdrz1779@gmail.com
Contact #. 0524997688

ACADMIC QUALITFICATION:

Diploma in administration & office management

EXPERIENCE

S.C.P (U.A.E)	(Receptionist & store in charge)	(4yrs)
Danial-o-trd(U.A.E)	(Supervisor)	(4yrs)
Combine World. (PAK)	(Office coordinator)	(2yrs)
Hotel TC INN (MALAY)	(Front desk in charge)	(1 yrs)
Quality Properties (MALAY)	(Building Incharge)	(2yrs)
Power Security Services (U.A.E)	(Administrative security officer)	(3 yrs)
F&H Enterprises Pvt Ltd PAK)	(Contract Manager)	(At Present)

(In Season Champions Preparation the responsibilities were)

Receive, direct and relay telephone messages and fax message

Maintain the general filing system and file all correspondence

Assist in the planning and preparation of meetings, conferences and

Telephone call Respond to public inquiries

Receive incoming goods

Check for damage/shortage and prepare report

Ensure all materials handling equipment are in goods condition

Supervise unloading of material Count, tally

Handling store and preparing stock, checking deliveries and purchase in and out update daily products.

Ensure that rules and regulations relating to physical custody and preservation of stores are followed

(InDanial – 0 –trd the responsibilities were)

Mainly responsible for handling and managing daily administration of the

Organization to maintain a good work environment.

Handling all the clerical duties of the organization

Responsible for responding queries of customers and solving problems

(In Combine World the responsibilities were)

Type's agendas for meetings

Prepares meeting packages and distributes to Council Members at least two days prior to the meeting

Attends, records and transcribes minutes of all First Nation Meetings

Word processes all manuscripts, letters, documents and proposals

Records, date stamps and distributes all incoming mail Processes outgoing mail

Compiles and maintain an up to date telephone directory of numbers and addresses

Files all correspondence

Updates the bulletin board by posting and removal of outdated materials

Ensures the Administrative Offices, Reception Area and Council Chambers are kept clean

(HotelTc Inn)

Register guests and assigns rooms. Accommodates special requests whenever possible.

Assists in preregistration and blocking of rooms for reservations.

Knows room locations, types of rooms available, and room **rate**

Uses proper mail, package, and message handling procedures. Courier Mail Register

Maintains the cleanliness and neatness of the front desk area.

Process guest check-outs.

(Quality Properties Sdn.Bhd.)

Maintenance of the building complexHiring all the workers required for the maintenance of the building

Collecting the rent from the tenants on the due dates

Doing a complete and thorough inspection of the building from time to time, this ensures that the safety of the building is maintained

Hiring a good security firm for the building and having a good security installed all around the complex

Storing the security tapes for future use if there is any problem

Checking in with the tenants if they have any problem in the apartment

Solving the problems of the tenants quickly

(Power Security Services)

Under direct supervision performs daily office clerical task such as filling,recordings.

Maintain records,copying,posting and other similar duties.

Answering phones direct calls and takingmsgs.

Maintain moderately indexes fillings

Monitor and authorize entrance and departure of employees, visitors. And

Other person to guard against theft maintain security of premises.

Screen individuals and prevent passage of prohibited articles in to restricted areas.

Patrol offices, facilities and maintain the security in all areas

F&H Enterprises pvt ltd

Create n maintain relationship with suppliers n serve as the singular point of contact for matters concerning contractd.

Communicate n present information to stake holders about all contract related matters

Solve any contract related problems that may arise with other parties n internally with the company itself.

Maintain records for correspondence n documentation in relation to established contracts n those in progress

LANGUAGES

- *URDU*
- *English*
- *PUNJABI*

SKILLS

- **Microsoft Office, Excel MS word, Net Browsing**
- **Achieved Award in Security officer(STATIC & PATROL)UK.**
- **Achieved Award in Securityofficer (DPS) Dubai Police**