

Kaleem Ullah Satti,

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Citizenship: Pakistani

Motivation:

An enthusiastic, adaptive and fast-learning person with a broad and acute interest in the discovery of new innovative tasks and enjoy working in a kind of environment that allows me to implement my communication skills and initiative in professional environment while providing stellar service to staff, researchers, and executives. An efficient, organized and Approachable person who is always willing to help work Colleagues out Possessing fast and effective secretarial skills, and having a strong administrative background with knowledge of the latest office management techniques and experience of using specialist software packages. Always happy to do the mundane office duties as well as the more exciting work Having a comprehensive understanding of attending meetings preparing agendas, and maintaining departmental electronic and manual filing systems Presently searching for a suitable Administrative or Secretarial role with an exciting and progressive company.

Personal Statement:

My objective is to leverage my experience while continuing to be challenged. Career with an organization that will utilize my Secretarial, supervision & administrative skills to benefit mutual growth and success I have 9 years of experience working as Secretarial & Administrative Role. My background in Journalism Education And library Sciences, represent a unique combination of disciplines. Personally, I have the drive and determination to consistently achieve success as a leader in all of the organizations that I have worked with in the past. Highly-motivated looking to fill a position in a great company like yours, while making a significant contribution to the success of my employer.

Areas of Expertise:

Minute taking	Diary management
Secretarial support	Report writing
Document management	Administrative support
Managing stationary Events & Meetings Management	
Problem Solving & Decision Making and ResearchAdministrative	
Processes & Support	
Document & Records Management	

Key Skills

Office Management	Spreadsheets/Reports	Front-Desk
Records Management	Event Management	Reception
Database	Calendaring	Executive
Support		
Administration		Travel Coordination
MS Word	MS Outlook	
MS PowerPoint		

**Corporate Affairs Administrator in Corporate Affairs Division at Friesland
Campina Engro Pakistan Since 7th September, 2022 to till Date**

Responsibilities:

Serves as a key member of the Corporate Affairs department in the CA Division of ICT Federal, which includes corporate communications, social impact, sustainability, and internal communications for CA Division by supporting the day-to-day operations of the team. Works with Director Corporate Affairs to administrate the company's corporate affairs initiatives and ongoing projects. Coordinates and supports Corporate Activities for the Board Secretary & Head of Corporate Affairs in relation to Board Meetings, Shareholders' Ordinary and Extraordinary General Assembly Meetings, Board Executive Committee and Sub-Committee Meetings and supports coordination of other meetings as maybe assigned from time to time to the Board Secretary. Required to coordinate, develop, and maintain, in an orderly manner, all data storage and handling methods for confidential and secure corporate documents, Board books, resolutions, share registry for each company and other matters related to the Board and General Assembly meetings, as instructed from time to time by the Board Secretary. Provides synopsis reports on a periodical basis, to Board Secretary and or Head of Corporate Affairs regarding the status of Board and General assembly resolutions, shares, Government approvals and related matters

Essential Job Functions:

Corporate Affairs

- Handles heavy phone activity, relays detailed messages and provides administrative support to the Director Corporate Affairs and Corporate Affairs department.
- Coordinates and schedules meetings and presentations (using MS Outlook calendaring system) including sending attendee invitations, handling logistical details (directions, parking, travel itineraries, ordering meals and/or equipment), gathering and preparing necessary presentation materials), and booking travel. Uses initiative to schedule appointments and meetings based on personal knowledge of workload and priorities.
- Screen telephone calls, visitors, letters, and answer routine questions. Use judgment to handle inquiries from vendors, candidates, and employees to resolve concerns/issues, as necessary.
- Handles confidential information with discretion.
- Keeps team apprised of relevant business and community news throughout the day.
- Assists in multiple capacities with special projects, such as the community screenings, employee activities, and special events.
- Consistently updates and maintains general Corporate Affairs Events calendar.
- Performs general administrative tasks (copying, scanning, mailing, ordering office supplies, requesting visitor badges, etc.).
- Prepares Travel & Expense Reports and ensures all T&Es are submitted on time and reimbursement was made.
- Supports budget tracking.
- Organizes and distributes incoming and outgoing mail.

Community Relations and Social Impact

- Assists with charitable ticket requests.
- Helps administer the Care Foundation Program for Schools
- Draft and distribute community notifications.
- Monitor community outreach email accounts.
- Supports Social Impact initiatives and events, as needed.
- Help facilitate and organize in-kind donations and giveaways.

Internal Communications

- Draft and distribute editorial content for newsletters, websites and emails.
- Supports employee events, as needed.
- Manages executive lists for external and internal requests.
- Supports management of lot-wide digital screen program and intranet site.
- Monitor internal email accounts.

Position Summary:

Reporting directly to the President and CEO, provides executive, administrative, and development support to the President and Board of Directors, as well as the Senior Leadership Team (SLT) and HR. Serves as the primary point of contact for internal and external constituencies on all matters pertaining to the President. Serves as a liaison to the Board of Directors and senior management teams; organizes and coordinates executive outreach and external relations efforts; and oversees special projects.

Essential/Primary Responsibilities:

Executive Support

1. Assists the President/CEO with daily administrative duties and completes a broad variety of administrative tasks that include managing an active calendar of appointments; completing expense reports; composing and preparing correspondence; arranging complex and detailed travel plans, itineraries and agendas and compiling documents for meetings.
2. Communicates with the general staff on the President/CEO's behalf and coordinates logistics with high-level meetings both internally and externally. Coordinates meetings and strategic activities with the ,The Management Team.
3. Communicates directly and on behalf of the President/CEO with Board members, donors, foundation staff, and others on matters related to programmatic initiatives as directed.
4. Conducts research on prospective corporate and foundation donors to identify and evaluate current needs and assembles materials needed for the proposals.
5. Drafts reports, letters of solicitation, proposals; prepares and coordinates oral and written communication with donors and prospects.
6. Supports President/CEO in his/her external commitments related to, including service on external boards, committees and other groups.
7. Processes memberships with other organizations.

Board Support and Liaison

1. Serves as the President's administrative liaison to the Board of Directors and manages Board activities, which include coordinating semi-annual Board meetings and dinners; semi-annual Board staff lunches/receptions/new Board member orientations; arranging hotel accommodations for out-of-town Board members; processing travel reimbursement requests; and compiling, assembling, and distributing Board meeting materials. Research potential Board members for the Nomination Committee.
2. Coordinates Executive, Finance, Governance & Nominating, and Audit Committee meetings, maintains confidential files and contact information; coordinates meetings, conferences, and committees both on and off site to support the President's agenda.
3. Maintains Board portal (Directors Desk).

Management Liaison

1. Participates as an adjunct member of the SLT including assisting in scheduling, attending meetings. Represents the President in designated meetings as required.
2. Assists in coordinating the agenda of senior management team meetings. Prepares an account of the meetings and designates and follows up on assigned action items.

Secondary Responsibilities:

- Performs other duties as assigned.

- Oversees the training and support of PRB's Program Assistants.
- Provide assistance as needed to front desk operations to include but is not limited to, answering phones, accepting package and other deliveries, lunchtime relief, and greeting and signing in visitors/guests.

Executive Assistant to DGM Procurement ISGS Pvt Ltd 1st January, 2021 to March, 30th 2021

Schedule Purchases and Arrivals

During my period in procurement department works with vendors to schedule shipping and delivery times. Present to receive any orders, and verify that the correct items and amounts have been delivered. After completion properly store the material.

Maintain Inventory

Upon requirement i verify current inventory levels and keep records to prevent inventory gaps. They note when inventory is low and it is time to order new products.

Review and Place Purchase Orders

Before placing an order, carefully checks purchase orders for accuracy, completeness and clarity. In order verify that product information, shipping information, cost and delivery dates are all correct before obtaining authorization to place an order.

Core skills:

- Knowledge of procurement processes, policies and procedures
- Strong emphasis on accuracy and detail
- Ability to handle multiple projects simultaneously to meet goals and deadlines
- Proficient in Microsoft Office programs, such as Excel
- Good time management and organizational skills
- Basic mathematical knowledge
- **Advanced skills:** Sourcing (RFI/RFQ/RFP) experience

SUMMARY

Under direction and in support of executive management, provides confidential secretarial functions to the Corporate Secretary, CEO and Executive Management and produces a variety of documents for Executive Management, Board of Directors and Board Committees fosters business development through service excellence; arranges appointments, meetings and travel requirements; sets up and maintains office filing systems; assists with the coordination and planning of Annual General Meetings; operates business machines such as fax, photocopier and mailing equipment.

MAIN RESPONSIBILITIES:

- ☐ Assistance with production of reports and presentations
- ☐ Board meeting preparation of papers and maintenance of records
- ☐ Assisting in compliance with statutory filing and reporting requirements
- ☐ Diary management and organization of meetings
- ☐ Data & document management
- ☐ Acting as a first point of contact for internal/external queries
- ☐ Filing, scanning and general administrative duties
- ☐ Ad Hoc tasks as required
- ☐ Provides confidential secretarial functions to the Corporate Secretary, CEO and Executive Management, by producing a variety of documents such as correspondence, executive minutes, agendas and Board reports; updates and maintains computer files, databases, email and directories; utilizes desktop publishing applications where required.
- ☐ Composes correspondence for executive signature; sets up appointments and meetings; provides and/or co-ordinates the provision of secretarial services for the members of executive management group; prepares and distributes notices of meetings at the Board and executive levels.
- ☐ Fosters business development through service excellence.
- ☐ Sets up and maintains office filing systems, including correspondence and related administrative records.
- ☐ Assists the Corporate Secretary in the co-ordination and planning of Annual General Meetings by ensuring locations and meal arrangements are booked, preparing and distributing meeting agendas and meeting materials and acting as liaison with all involved community contacts and businesses.
- ☐ Attends a variety of senior management and/or board meetings, Annual General Meeting and takes minutes, produces and distributes minutes as appropriate; gathers information for inclusion in management or Board reports on request; distributes meeting packages prior to meetings.
- ☐ Operates a variety of business machines, including fax, photocopier and mailing equipment to receive, duplicate and distribute administrative material.
- ☐ Ensure prompt payment of Donations as directed by Social Responsibility Committee.
- ☐ Supports the Corporate Secretary in Board Governance applications

Admin Assistant-Bahria University Islamabad Jan-2011-Sept 2016

- ❖ Works cooperatively with all staff members to support the achievement of work plan activities designed to achieve identified goals and objectives.
- ❖ Operates office equipment such as computers, fax machines, photocopiers, voice mail messaging systems and computer scanning equipment to complete department tasks;
- ❖ Performs clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings for the Manager or designate;
- ❖ Coordinates and organizes department meetings and conferences including meeting venue bookings, catering requirements, sets up the room with audio-visual equipment and flip charts and tends to other requirements of department meetings;
- ❖ Completes internal and external correspondence, legal documents, form letters and other documents, and distributes them as directed;
- ❖ Prepares meeting agendas, records and distributes meeting minutes, and maintains organized files of same;
- ❖ Maintain Office petty cash, Day to day transactions, like journal entries, Receipt entries, and Payment entries.
- ❖ Payroll management Employees In time, out time, as per Time sheet, O.T Reports.
- ❖ Transportation Statement as per operator wise, Vehicle wise.
- ❖ Coordinates any required repairs to office equipment;
- ❖ Coordinates and completes significant special projects independently or in cooperation with other departments as directed by the DD Admin & Coordination.
- ❖ Develops implements and maintains Universities procedure within the department;
- ❖ Arranges for University Executives & Directors travel including making hotel accommodations and land and air transportation bookings;
- ❖ Maintains adequate office supply of all department supplies used within the department;
- ❖ Assists in the development and distribution of staff schedules;
- ❖ Produces forms, schedules, and correspondence as required;
- ❖ Completes confidential administrative services for DD Admin & Coordination;
- ❖ Produces and/or assists in the production of all required internal and external reports;
- ❖ Regularly reviews progress on all administration department deliverables and take

Secretary to Project Director –Bahria Town Rawalpindi Mar-2008-Dec-2010

- ❖ Prepared the monthly report.
 - ❖ In charge of sorting, indexing and routing of all incoming communications, printed and electronic.
 - ❖ Maintained master file copy of all incoming communication, properly indexed for easy reference.
 - ❖ Registered and logs all outgoing communications and maintained a master file copy accordingly.
 - ❖ Performed other duties as assigned
 - ❖ Maintained construction documentation, project plans and files.
 - ❖ Prepared and submitted Sub-Contracts.
 - ❖ Prepared bids and proposals for new construction projects, created covers for proposals, which resulted in multi-million dollar project awards.
 - ❖ Reconcile invoices from subcontractors.
 - ❖ Planned and scheduled events which involved county officials.
 - ❖ Initiated and processed monthly payment applications, developed monthly reports and tracked project
 - ❖ Developed and maintained system for central files
 - ❖ Coordinated activities between accounting, real estate and property management departments.
 - ❖ Attended project meetings, recorded transcripts of discussion and required follow-up. Created and updated Excel spreadsheets.
 - ❖ Processed payroll for laborers accurately maintained Master Time Sheets for salaried personnel.
 - ❖ Processed change orders, quote requests, directives, etc.
 - ❖ Served as a professional and knowledgeable first point of contact; managed phone calls and visitors.
 - ❖ Assisted the Construction Manager in setting up accounts with new General Contractors.
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Key Traits

1. Strong interpersonal and communication skills and the ability to work effectively with a wide
2. Range of constituencies in a diverse community.
3. Ability to gather data, compile information, and prepares reports.
4. Records maintenance skills.
5. Skill in budget preparation and fiscal management.
6. Ability to use independent judgment and to manage and impart confidential information.
7. Ability to analyze and solve problems.
8. Ability to plan, develop, and coordinate multiple projects.
9. Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
10. Skill in organizing resources and establishing priorities.
11. Ability to lead and train staff and/or students.
12. Conflict resolution and/or mediation skills.
13. Demonstrated ability to maintain confidentiality.
14. Word processing and/or data entry skills.
15. Knowledge of office management principles and procedures.
16. Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues.
17. Organizing and coordinating skills.
18. Ability to foster a cooperative work environment.
19. Knowledge of general accounting principles.
20. Knowledge of human resources administration principles and practices.
21. Effective verbal and written communication skills.
22. Knowledge of administrative policies and procedures as applied to public academic institutions.

Diplomas and Certifications

1. Six months diploma in
MS Office and computer basics
2. Hospitality Management Course
at Pearl Continental Hotel,
Rawalpindi

BLIS-[2015]
*Allama Iqbal Open
University,
Islamabad*

B.A-[2009]
*University Of
Punjab, Lahore*

F.A- [2007]
B.I.S.E,

EDUCATION