

MURAD KHAN

Admin, Assistant / Transferrable Iqama

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SUMMARY

- Experienced Admin, Assistant with 5+ years in infrastructure, MEP, and civil projects
- Proficient in Microsoft Excell,word,powerpoint, Aconex, SharePoint, and EDMS; expert in RFIs, submittals,
- Skilled in ISO 9001 compliance, version control, and streamlining documentation workflows
- Strong cross-functional collaboration and commitment to accurate, timely project records

WORK EXPERIENCE

Admin Assistant | MAS Engineering and Construction Company

Oct 2020 – June 2023 | *Umluj, Red Sea*

- To provide Comprehensive support to ensure the efficient operation of an office or organization.
- Include answering the ph calls, scheduling meeting, managing calenders,preparing documents.
- Greeting visitors,scheduling appointments, and managing correspondence email, mail, etc.
- Preparing and editing documents creating reports and maintaining filling system both electronic and physical.
- Ordering and maintaining office supplies,coordinating travel arrangements, and managing calenders.
- Facilitating communication between team members and external contacts via phone, email and in person.
- Assisting with the planning and coordination of meetings, conferences, and other events.
- Maintaining accurate record data entry and basic book keeping tasks.
- Ensuring the proper functioning of office equipment,including scheduling maintenance and repairs.
- Assisting with various tasks to support the overall efficiency and productivity of the team.

Assistant | Osmanli Lezzet Resturant

Sep 2023 – Aug 2025 | *Dammam, KSA*

- To provide administrative clerical and organizational support to individuals or teams.
- To managing calenders and scheduling meeting to handling correspondence.
- Preparing documents and assisting with various office tasks.
- Ordering and managing office supplies maintaining a tidy and orgainize workspace coordinating with vendors and service provider.

- Greeting visitors, answering inquiries and providing information to clients customer and internal staff.
- Assisting with expense tracking,basic bookkeeping and other tasks as needed by their manager.

RELEVANT SKILLS

Computer skills:

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Electronic Document Management Systems (EDMS)
- Share point Administration

Professional/Social:

- Problem-Solving
- Strong Organizational Skills
- Critical Thinking
- Attention to Detail
- Time Management and Prioritization • Adaptability and Flexibility

Languages:

- English
- Arabic
- Hindi/Urdu
- Pashtu

EDUCATION

• MSc. Chemistry

Hazara University Mansehra

June-2019

PROFESSIONAL CERTIFICATIONS

- Diploma of information Technology (DIT)
- Associate Information of Technology (IT)
- Fire Safety Training