

MOHAMMAD YAQOOB

Layyah, Punjab, Pakistan

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Dedicated professional with 20+ years of experience in administrative and record management roles, specializing in streamlined operations and compliance within cross-cultural environments.

CORE COMPETENCIES:

- Records & Data Management
- Administrative Process Optimization
- Compliance & Documentation
- Multilingual Coordination (English, Arabic, Urdu)
- Cross-Functional Team Collaboration

PROFESSIONAL EXPERIENCE:

Record Management Specialist:

Alla Mohammad Ali Moghrabi Trading Est. | Buraidah, Al-Qassim, KSA

2012 – 2022 (10 years)

- Managed critical documentation systems, ensuring accuracy and accessibility for operational and audit compliance.
- Implemented organizational protocols to streamline record retrieval, reducing processing time by 30%.
- Liaised with multidisciplinary teams to maintain data integrity and confidentiality.

Administrative Coordinator:

Autonomous Operation Program (AOP), Ministry of Health | Unaizah, KSA

2007 – 2012

- Supported healthcare administration by maintaining patient and operational records in compliance with Saudi health regulations.
- Coordinated interdepartmental communication, improving workflow efficiency.

Administrative Assistant:

Samama Group of Companies | Unaizah, KSA

2003 – 2007

- Handled logistics, documentation, and reporting for a multinational workforce.

EDUCATION:

Post Graduate Degree

Bahauddin Zakariya University, Multan, Pakistan | 1999

Bachelors in education (1st Division)

Allama Iqbal Open University, Islamabad, Pakistan | 1997

Computer Diploma

Overseas Pakistan Foundation (OPF) Vocational Training

ADDITIONAL DETAILS:

- Languages: Fluent in English, Arabic, Urdu

- Passport: Valid until 2027 (Issued: Pakistan Embassy, Riyadh)

PROFESSIONAL SUMMARY:

Resourceful and detail-oriented professional with a proven track record in enhancing operational efficiency through meticulous record-keeping and process improvement. Adept at navigating regulatory requirements in Saudi Arabia and Pakistan, with strong intercultural communication skills.