

Waseem Sajjad

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Summary

Dedicated and detail-oriented Secretary and Administrative Professional with extensive experience in providing efficient and professional secretarial and administrative support. Skilled in document management, scheduling, and handling confidential information with discretion. Adept at coordinating meetings, managing correspondence, and ensuring seamless office operations.

Professional Experience

1. Secretary to DGM – Pak Arab Refinery Limited (c/o HRSG), Pakistan April 2017 – Present

- Provide comprehensive secretarial and administrative support to the Deputy General Manager and staff.
- Manage daily scheduling, meetings, and appointment coordination.
- Handle sensitive information with confidentiality, including personnel records and financial documents.
- Organize and maintain document control systems, ensuring efficient retrieval and record-keeping.
- Respond to emails, correspondence, and phone calls, ensuring smooth communication.
- Prepare reports, presentations, and official documents as required.
- Facilitate office operations by managing office supplies, logistics, and internal communication.
- Ensure compliance with company policies and document management standards.

2. Office Coordinator – Architect and Builders Source Book (ASB2000) Nov 2013 – March 2017

- Managed office administrative tasks, including scheduling and record-keeping.
- Provided clerical support such as copying, filing, and distributing internal communications.
- Assisted in preparing reports, presentations, and other business documents.
- Coordinated internal meetings and events, ensuring proper logistics and documentation.
- Maintained data accuracy and ensured timely resolution of office-related issues.

3. CCTV Operator – Pak Arab Refinery Limited, Pakistan February 2011 – October 2013

- Monitored surveillance systems for security purposes.
 - Ensured the safety and security of the premises.
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Education

- **BS Commerce (3rd & 4th Year)**, Federal Urdu University of Arts, Science & Technology (In Progress)
 - **Bachelor of Commerce (B. Com)**, Govt. Islamia Arts & Commerce College
 - **Intermediate in Commerce (I. Com)**, Govt. Islamia Arts & Commerce College
 - **Matriculation (Secondary School Certificate)**, Model Public High School, Karachi Board
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Vocational Qualification

- 1-Year Professional Diploma in Information Technology (IT), The Alayya Collegiate
 - 6-Month Certificate in Information Technology (CIT), The Alayya Collegiate
 - 4-Month Computerized Accounting Course, INFRA Professional Training Center
 - 4-Month Basic Computer Course, The Alayya Collegiate
 - 1-Year English Language Course, The Alayya Collegiate
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Skills

- Strong secretarial and administrative support expertise
- Document management and record-keeping
- Efficient scheduling and appointment coordination
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Excellent written and verbal communication skills
- High degree of multi-tasking and time management
- Integrity, professionalism, and discretion in handling confidential matters.