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Objective: To work as Executive Assistant in a progressive organization conducive to career enhancement & growth.

Profile: Over 23 years of varied experience as Head of Administration Department, Secretary/Document Controller, Office Administrator and Executive Assistant in the fields of Construction (MEP), Business Consulting and Product Distribution with extensive exposure and expertise in project operations & administrations. Motivated and committed by personality with excellent analytical, problem solving, planning, organizing, correspondence and time management skills. Competent to perform under work pressure, to meet deadlines and to convert customer specified requirements into reality.

EXPERIENCES

Executive Assistant – Emirates Falcon Electromechanical Co. – EFECO LLC, Dubai - UAE A member of Arabtec Holding, UAE Executive Assistant to MD/COO/RD. EFECO is a global organization having operations in UAE, KSA, Qatar, Palestine and Kazakhstan specializing in electromechanical installation in high rise buildings, airports and housing projects.	January 2007 – January 2021
Secretary / Document Controller – Expert Business Consultants Expert Group of Companies, Dubai – UAE It's a Consultancy firm expertise in setting up business & providing PRO services.	May 2005 – December 2006
Head of Administration Department – Dawn Surgical Authorized Distributor for M/s. Synthes Medicals – Switzerland Mumbai – India Dawn Surgical is a manufacturing and retail medical profession business dealing in surgical instruments & implants.	January 2002 – April 2005
Head of Administration Department – B.B. Surgical Authorized Distributor for M/s. Synthes Medicals – Switzerland & M/s. Johnson & Johnson, Mumbai – India B.B. Surgical is a medical profession business dealing as authorized distributor for Johnson & Johnson, Smith & Nephew and surgical instruments & implants.	October 1997 – December 2001

EDUCATION

Higher Secondary Certificate (HSC) Elphinstone College Mumbai-India	1993
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ADDITIONAL QUALIFICATION

Certified Quantity Surveyor (CQS) Zabeel Institute of Mgmt & Leadership, Dubai-UAE	2013
Company sponsored training in Primavera Project Planner	2008
Diploma in Computer Application Same Computer Academy, Mumbai-India	1997

CAREER ACHIEVEMENTS

- Promoted in work responsibilities based on dedication, committed work approach and performance demonstrated.
- Attended in house Continuous Professional Development Training in "Project Commercial Report"
- Accomplished online training in "Managing Teams"

AREAS OF EXPERTISE

- Office Representative
- Schedule Management
- Expense Administration
- Document Controlling – Electronic & Manual
- Communication Liaison
- Confidentiality
- Handling HR & Administration duties, JD Preparation,
- Project Operations and Co-ordination
- Preparation of Projects Commercial Reports
- Preparation of Projects Monthly Payment Applications & Certificates Status
- Document Controlling as per ISO Standards
- An excellent level of attention to detail
- Generating Projects – Quarterly Audit & Cost to Complete Reports
- Assisting QS team in day-to-day activities related to projects commercial issues
- Preparation of company policies as per requirement of the management

PROVEN JOB ROLE

Overall

- Managed MD/COO/RD Office to ensure productivity improvement i.e. professional feedback to queries via communication & emails, proactive management within projects and departments
- Proven Office Organizational and record management skills
- Proven knowledge of Finance, Administration & Human Resource Management
- Generated Project Procedures in line with ISO System
- Experience managing multi office operations
- Extreme proficiency in managing email accounts

IT SKILLS

Microsoft Office, Visio, Tally, Micro Brain & Primavera

PERSONAL DETAILS

Nationality	:	Indian
Date of Birth	:	20 th June 1976
Gender	:	Female
Languages	:	English, Hindi, Marathi & Gujarati

REFERENCES

Shall be produced upon request