



## SAJID ALI

ADMIN OFFICER

- A highly competent & motivated executive secretary with 12 + Years' working experience as part of a Finland based MNC's O&M team of 165MW Power Plant.
- 02 years' experience in education & construction sector. Well organized providing timely, efficient & accurate administrative support.

## CONTACT

malik.sajidali257@gmail.com

<https://www.linkedin.com/in/sajid-ali-14ba7230>

(+92-51-5406046 ext-5203)

(+92-303-4441523) After Office Hours

Wartsila-AGL ARL Dispatch Office Attock  
Refinery Morgah Rawalpindi

## KEY SKILLS AND CHARACTERISTICS

Administrative staff supervision  
MS Office Suite  
Internal Auditor  
Leadership  
Payroll  
Confidentiality

## EXPERIENCE

14 YEARS, 9 MONTH-CONTINUE

### ADMIN OFFICER CUM PA -WARTSILA PAKISTAN 165MW POWER PLANT-ATTOCK GEN LIMITED RAWALPINDI

SEPTEMBER 2013-PRESENT 7 YEARS, 3 MONTHS- CONTINUE

- Executive-level interfaces within the org and across the company.
- Manage multiple calendars, making decisions on behalf of to prioritize calendar requests based on shifting business priorities to ensure accurate scheduling and appropriate allocation of time.
- Assume control of all expense reporting for the executive team.
- Coordination of internal and external meetings working with various people within the organization and External Partners.
- Domestic and international travel plans, and agendas as needed for executives.
- Provide Administrative support for multiple team members.
- Plan, budget and organize team-building activities including all-hand meetings, off-site. meetings, company picnics, company holiday parties, project success ceremonies, and employee rewards.
- Work with facility management to oversee general office operations, enforce office security and safety regulations, conduct budgeting and planning activities of facility maintenance and improvements.
- Conduct procurements of office suppliers and equipment and preserve proper stock levels.
- When requested, research, collect and analyze data for Executives of Wartsila & Customer.
- Assist executive team members with immigration issues related to travel, training, and visitors.
- All other duties as assigned.

### PERSONNEL ASSISTANT IN WARTSILA PAKISTAN

### 165MW POWER PLANT ATTOCK GEN LIMITED RAWALPINDI

MAY 2009-AUGUST 2013

4 YEARS, 04 MONTHS

- Travel arrangements & maintain executives' schedules.
- Prepared financial statements, reports, memos, invoices letters, and other documents.
- Conducted research, compile data, and prepared presentations for executives.
- Accurately recorded minutes from meetings.
- Plan, budget and organize team-building activities company picnics, company ceremonies, and employee rewards
- Trained staff on Software being used in the company.
- Recruited 3rd Party staff for janitorial services.
- Led in the development of plant & software.

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**SAJID ALI**

ADMIN OFFICER

**PERSONNEL INFORMATION**

Father Name: Muhammad Ali

CNIC #: 38301186367383

DOB: 25<sup>th</sup> July 1986

- Resolved IT problems, improved operations, and provided exceptional client support.

**COMPUTER INSTRUCTOR & ADMINISTRATOR IN SAIFIA  
POLYTECHNIC INSTITUTE MIANWALI**

AUG 2007-APRIL 2009

1 YEAR, 9 MONTHS

- Coordinated with different vendors, organized events and conferences on annual & semiannual bases.
- Lectured on the computer, Micro Process to the student of 2nd & 3rd Year.
- Achieved 95% result of students in PBTE exam's
- Secretarial support to Principal.
- Resolute 100% issues of students & Instructors as per guidelines.
- Monitor Attendance of 1500 students and 50 Instructors.

**EDUCATION****MASTER OF BUSINESS ADMINISTRATION (MBA)**

RIPHAH INTERNATIONAL UNIVERSITY ISLAMABAD

FEB- 2020

**BACHELOR OF ARTS (BA)**

PUNJAB UNIVERSTY – LAHORE

DEC 2014

**COURSES**

1. 2020-08 Human Resource Management FROM (IBMI BERLIN.
2. 2020-08 Write Professional Emails in English From GEORGIA INSTITUTE OF TECHNOLOGY
3. 2020-07 Preparing to Manage Human Resources FROM UNIVERSITY OF MINNESOTA.
4. 2020-07 Six Sigma Yellow Belt-FROM UNIVERSITY SYSTEM OF GEORGIA.