

To work in a dynamic environment which provide ample scope for enriching my learned curve and also would help me to utilize my skills and knowledge to contribute significantly to the organization where I work. Seeking challenging assignments in Back Office Operations and Operations Management.

Work Experience

Back Office Executive

Feb 2025 - Present

ZAIN AL AQDUS HUMAN RESOURCES CONSULTANCIES Co

- Assisted in day to day Administrative Task .
- Handling Data Entry Tasks with precision and accuracy.
- Receives and appropriately handles emails from clients and staff in an accurate timely manner.
- Creating templates for future use for the company, Filed documents in physical and digital records.
- Facilitating information flow and action with coordinators.
- Distributing project related copies to internal teams, reviewed and updated technical documents of the company.
- Assisted in engineering specification templates to be uploaded to the EDMS.
- Maintain document distribution matrix for project teams, client lists and key personnel
- Managing and Organizing companies records and documents.

Back Office Management

Jun 2020 - Jan 2025

ABN Exports Pvt. Ltd.

- Processed and managed Data Entry Tasks with accuracy and precision.
- Handled administrative task such as document filing and record keeping
- Prepared file and distributed all project documentation/drawings and correspondence for EPC groups (Engineering, procurement, Construction)
- Assisted in resolving customer queries and issues through efficient communication.
- Coordinated with other departments to ensure seamless workflow.
- Filed documents in physical and digital records, created templates for future use
- Support estimating and bid proposal teams to receive, check and validate documents regarding possible projects and job showings

Back Office Executive

Jan 2017 - May 2020

Shubhmangalam Consultants | Lucknow

Backoffice Executive <i>Centre For Agriculture and Rural Development</i>	Oct 2015 - Dec 2016
Operations Management <i>UTI Infrastructure and Technologies Ltd.</i>	Jul 2012 - Oct 2015
Executive Operations <i>EXL Services Ltd Noida</i>	Sep 2010 - Jan 2011
Executive Operations <i>IBM Daksh Gurgaon</i>	Oct 2005 - Jan 2010
Operations Executive <i>Megahertz Technologies Ltd.</i>	May 2003 - Sep 2005

Core Skills

Skill #1 Diploma in Computerised Accounting (DCA) from UPTEC, Lucknow
Skill#2 Tally ERP.9 Certificate with Grade A+ from Tally Solutions, Bangalore
Skill# 3 Course on Computer Concepts (CCC) from NEILIT New Delhi
Skill# 4 Certificate In Computing (CIC), Ignou

Education

University Of Lucknow Master of Business Administration Finance & Control	Jul 2001 - Jun 2003
University Of Lucknow Bachelor of Commerce	Jul 1998 - Jul 2000

Personal details

Fathers Name	Iqbal Naim Siddiqui
Passport Number	P5604566
Date of Issue	01/11/2016
Date of Expiry	31/10/2026
Place of Issue	Lucknow
Visa Status	Residence
Languages Known	English, Hindi, Urdu
Date of Birth	6 th January 1979

I hereby declare that the above mentioned information is true to the best of my knowledge.

Date

Place

Fazal Iqbal Siddiqui