

KAMRE ALAM

ADMINISTRATIVE ASSISTANT

Kolkata 700023

+91 7439958453

alamkamre1990@gmail.com

Passport No: S5331484
Marital Status: Married
Date of Birth: 10th September 1988
Nationality: Indian

Organized and dedicated Administrative Assistant with proven track record of **9th years** providing exceptional customer service in fast-paced environments. Offering keen attention to detail and strong decision-making skills to manage multiple, concurrent tasks. Self-motivated work ethic to perform effectively in independent or team environments. Detail-oriented administrative assistant with experience in customer service, data entry and office management.

Skills

- Multitasking Abilities — Excellent
- Written Communication — Excellent
- Flexible and Adaptable — Excellent
- Excellent Communication — Excellent
- Training and Development — Excellent
- MS Office — Excellent

Work History

2022-06 – 2023-03

Administrative Assistant

Amwaj Catering Services (Doha Qatar)
Client: Mowasalat
Project Details: Mowasalat delivering the Bus Services for the FIFA World Cup Qatar 2022. This is the first FIFA World Cup held in the Middle East and the most compact FIFA World Cup ever held, leading to significant demand for ground-based transport services. The Mowasalat Tournament Bus Services (TBS) will employee 10,000 staff and operate a fleet of nearly 3,000 Buses from 5 Operation Depots throughout the State of Qatar.
Roles & Responsibilities:

- Developed and updated spreadsheets and databases to track, analyze, and report on performance and sales data.
- Executed record filing system to improve document organization and

management.

- Preparation of Payroll, Invoice, Site Expenses and processing expenses sheets.
- Scheduled office meetings and client appointments for staff teams.
- Restocked supplies and placed purchase orders to maintain adequate stock levels.
- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Managed paper and electronic filing systems by routing various documents, taking messages and managing incoming and outgoing mail.
- Created and maintained detailed administrative processes and procedures to drive efficiency and accuracy.

2021-01 - 2022-06

Administrative Assistant

Fortecon Engineering LLP, (Kolkata India)

- Executed record filing system to improve document organization and management.
- Providing Administrative support to Engineering staff members by scheduling meetings, taking notes, and updating databases.
- Scheduled office meetings and client appointments for staff teams.
- Restocked supplies and placed purchase orders to maintain adequate stock levels.
- Organized logistics and materials for each meeting and took detailed notes for later dissemination to key stakeholders.
- Continually sought methods for improving daily operations, communications with clients, recordkeeping and data entry for increased efficiency.
- Managed paper and electronic filing systems by routing various documents, taking messages and managing incoming and outgoing mail.
- Preparation of Payroll and Site Expenses .
- Opened and properly distributed incoming mail to promote quicker response to client inquiries.
- Managed phone and email correspondence and handled incoming and outgoing mail and faxes.

2019-01 - 2020-11

Administrative Assistant

International Group Company, (Al-Hamra Kuwait)

- Executed record filing system to improve document organization and management.
- Scheduled office meetings and client appointments for staff teams.
- Restocked supplies and placed purchase orders to maintain adequate stock levels.
- Preparation of Payroll & Site Expenses.
- Recorded new hires, transfers, terminations, changes in job classifications and merit increases to main human resources files.
- Managed filing system, entered data and completed other clerical tasks.
- Communicate and distribute email, correspondence memos, letters, faxes and forms.
- Interacted with vendors, contractors and professional services personnel to

receive orders, direct activities, and communicate instructions.

- Completed forms, reports, logs and records to quickly handle all documentation for human resources.

2017-05 - 2018-07

Administrative Assistant

Baba Logistics & Engineering Pvt. Ltd, (Kolkata India)

- Scheduling transportation services, planning routes, and assigning drivers.
- Developing and implementing improved transportation administration policies and procedures.
- Processing shipping documents, including bills of lading.
- Managing budgets, as well as processing purchase orders and payments.
- Monitoring driver's logbook entries and performing payroll administration.
- Liaising between managers and drivers, as well as collaborating with other departments to optimize transportation services.
- Planning routes and preparing schedules, as well as tracking and reporting progress with orders.
- Handling customer queries and escalating serious complaints to management.
- Complying to transportation regulations and company policies.
- Performed research to collect and record industry data.

2015-01 - 2017-01

Administrative Assistant

ElSeif Engineering Contracting Company, (Riyadh Saudi Arabia)

- Maintained and updated the filing of Bills, Bill Payments, inventory and incoming and
- Operated office equipment such as photocopiers, scanners, fax machine, voicemail.
- Provided invoices and receipts for customers manually or computer generated.
- Preparation of Payroll, Monitoring Reports, Man days and Site Expense.
- Scheduled meeting and prepared agendas.
- Filed and faxed documents, communicated through mail and managed bank deposits.
- Assisted with administrative staff at the time of deadline.
- Answering calls and routed messages to designated individuals.

2012-08 - 2014-10

Administrative Assistant

Parsha Caterer, (Kolkata India)

- Executed record filing system to improve document organization and management.
- Scheduled office meetings and client appointments for staff teams.
- Restocked supplies and placed purchase orders to maintain adequate stock levels.
- Received and sorted incoming mail and packages to record, dispatch, or distribute to correct recipient.
- Assist the Catering Managers upon execution of events in the hotel.
- Preparation of Payroll.

- Sorted and distributed office mail and recorded incoming shipments for corporate records.
- Managed department budgets and generated financial reports for management review.
- Continually sought methods for improving daily operations, communications with clients, recordkeeping and data entry for increased efficiency.

Education

Bachelor of Arts

Chapra University - India

Certifications

Diploma in Computer application from The Institute of Computer Accountants in 2011.

Software

Tally ERP9

Premix

Fox Pro

Declaration

I do hereby declare that the information furnished above is true and correct to the best of my knowledge & belief. I shall be must obliged to you if you kindly consider me for my suitable entry level employment with you and I offer you my best and sincere service.

Place : Kolkata Kamre Alam

أمـــواج
AMWAJ
شركة أمواج لخدمات التموين المحدودة (ش.م.ق)
AMWAJ Catering Services Limited (Q.P.S.C)
Phone +974 4491 2009
Fax +974 4491 2072
P.O. Box 23904 Doha, Qatar
info@amwaj.qa
www.amwajservices.qa

16th April 2023

Ref.: E.R/35531/2023

Certificate of Employment

This is to certify that **Mr. Kamre Alam**, holder of **INDIAN** passport number **S5331484** is employed by **AMWAJ Catering Services Company** as **Administrative Assistant** from **30 June, 2022** to **31 March, 2023.**

This Certificate has been issued upon his request without any liability to the Company whatsoever.

Faisal Darwish S A Alshebani
Chief Administration Officer

AMWAJ CATERING SERVICES
Human Resources Dept

شركة المجموعة الدولية
INTERNATIONAL GROUP CO.
تصنيع وحدات الـ جي ارس GRC Manufacturing

DATE: 27/11/2020

TO WHOM SO EVER IT MAY CONCERN

This is certify that **Mr. Kamre Alam,** holder of Indian passport No. S5331484 was employed from **29/01/2019 to 27/11/2020** as **Admin Assistant.**

During the tenure with us, we found him very sincere and hard working on behalf of the Company wish him all the very best for his future career.

Managing Director

t: 22087888 , 22087878 m: 97243788 f: 24564028 e: info@igc.com.kw w: www.igc.com.kw
P.O Box: 875, Dasman Code 15459, Kuwait

BABA LOGISTICS & ENGINEERING PVT. LTD.
Corporate Identification No : U60200WB2008PTC129588
ISO Certificate No : CCPL/QMS/G1649
Fabricating, Erecting, Mechanical, Electrical, Civil,
Industrial Painting, Fleet Owner & Transport Contractor

Ref: 6020087850

Date: July 22nd 2018

TO WHOM IT MAY CONCERN

This is certify that **KAMRE ALAM** has worked in our organization as an **"Admin Assistant"** during the period from 04th May 2017 to 21th July 2018.

His behavior character, conduct & job knowledge in his field have been found excellent and he has been regular in his attendance.

This certificate will be prove his service competency with department and we have no objection if he wants to join to join elsewhere India or Abroad.

We wish him all the successes in his future life.

For Baba Logistics & Engineering Pvt. Ltd

BABA LOGISTICS & ENGINEERING PVT. LTD.
5/H/21, Bhukailash Rd., Kol-23

بسم الله الرحمن الرحيم

EL SEIF ENGINEERING CONTRACTING COMPANY

WITH LIMITED LIABILITY SR. 110.000.000.00
C.R. NO. 1010199246, MEMBERSHIP NO.: 147287

HEAD OFFICE

P.O. Box 2774, Riyadh 11461
KINGDOM OF SAUDI ARABIA
TEL. No. +966 1 454-9191
FAX. No. +966 1 454-2759
E-MAIL esec@el-seif.com.sa
WEBSITE www.el-seif.com.sa

شركة السيف هندسية مقاولات

ذات مسؤولية محدودة ١١٠،٠٠٠،٠٠٠،٠٠ ريال سعودي
سجل تجاري ١٠١٠١٩٩٢٤٦ رقم الغرفة التجارية ١٤٧٢٨٧
المركز الرئيسي
ص.ب ٢٧٧٤ ، الرياض ١١٤٦١
المملكة العربية السعودية
تلفون ٩١٩١-٤٥٤ ١ ٩٦٦+
فاكس ٢٧٥٩-٤٥٤ ١ ٩٦٦+
بريدالكتروني esec@el-seif.com.sa
الموقع الإلكتروني www.el-seif.com.sa

TO WHOM IT MAY CONCERN

To : **Mr. Kamre Alam**

From : **Kareemulla Khan**

Date : **2nd January 2017.**

Gentleman,

I would like to take this opportunity to express my gratitude for the effort & hard work during your tenure in ESEC from **6th January 2015** till date.

You were deployed as **ADMIN ASSISTANT** in KAP-2A. Your performance during this period has been exemplary.

Wish you all the best in your future endeavors. Please my sincere thanks for a job well done.

Best Regards,

Kareemulla Khan
Project Manager

PC

PARSHA CATERER

"serves with love"

28 NO SHAKTIPALLY , D P NAGAR, Jagarata Pally, Deshpriya Nagar, Belghoria, Kolkata, West Bengal 700056

Ref. : **PC/945/AA/14**

Date : **OCTOBER 15, 2014**

TO WHOM SO IT MAY CONCERN

This is to certify that **MR. KAMRE ALAM** S/o **MD. ISRAFIL**, has been worked in our organization as an **"ADMIN ASSISTANT"** from **AUGUST 06, 2012** to **OCTOBER 15, 2014** at our **BELGHORIA, KOLKATA WEST BENGAL.**

During his tenure he was found to be conscientious, sincere hard working dedicated and capable of handling his duty and responsibilities, and proven to be very liable using his initiative to accomplish work with effectiveness.

I highly recommended his without hesitation and his certification is issued upon his request for whatever purpose it may serve his.

This certification is being issued to him as an appreciation for this sincerity and performance.

For **PARSHA CATERER**

Parsha Caterer
Kolkata (W.B)

HR Manager

Our Services

No.:PC/H/089640456/12

JAI PRAKASH VISHWAVIDYALAYA (UNIVERSITY)

CHAPRA (BIHAR)

PROVISIONAL CERTIFICATE

This is to certify that KAMRE ALAM

Roll No. 9201290 Registration No. 072817133/2009

of D..A.V. College,Siwan passed

the Bachelor of Arts (**HISTORY Hons.**) Examination 2012

this University held in the Month of April 2012 and was placed in the

FIRST Class.

Registrar/
Controller of Examination (s)

Chapra, Dated: 31 August 2012

The Institute of Computer Accountants

[A Unit of ICA Infotech Pvt. Ltd.]
H.O.: 27, N.S. Road, Kolkata - 700 001

CERTIFICATE

This is to certify that ○Mr./○Ms. KAMRE ALAM

date of birth 16/04/1990 son/daughter of MD. ISRAFIL

is a bonafide student and has successfully completed the course Industrial Accountant - 2011

from our institution at CHOWRINGHEE duration 9 Month(s)

and has secured grade B

We wish him/her all success.

COURSE CONTENTS

- ☑ BUSINESS COMPUTER APPLICATION
- ☑ FUNDAMENTAL OF ACCOUNTS
- ☑ FINANCIAL ACCOUNTING
  - ☑ TALLY (☑ TDS ☑ SERVICE TAX ☑ VAT)
  - ○ ACE ○ BUSY ○ OTHERS
- ☑ INCOME TAX
- ☑ ADVANCED PRACTICAL ACCOUNTS
- ☑ PDP & EFFECTIVE COMMUNICATION
- ☐ COST MANAGEMENT & PRACTICAL AUDITING
- ☐ IMPORT AND EXPORT MANAGEMENT
- ☐ BANKING, ROC AND LABOUR LAWS
- ☐ IPM, SHARE MARKET & PORTFOLIO MANAGEMENT
- ☐ CENTRAL EXCISE
- ☐ ERP
- ☑ ENGLISH
- ☐ OTHER

GRADES

EXCELLENT	A	- >=75%
VERY GOOD	B	- >=60% to 74%
GOOD	C	- >=51% to 59%
AVERAGE	D	- = 50%

Certificate No. 105143

11 June 2012
Date of Issue

Chief Examiner

IMMIGRATION INDIA
A2-495
29 NOV 2020
ARRIVED
NEW DELHI
A2 4 9 5
5 9 4 A2

IMMIGRATION INDIA NEW DELHI
D2-725
27 JAN 2019
DEPARTED
D2-726

This passport contains 36 pages.

भारत गणराज्य REPUBLIC OF INDIA



टाईप / Type	राष्ट्र कोड / Country Code	पासपोर्ट नं / Passport No.
P	IND	S5331484

उपनाम / Surname

दिया गया नाम / Given Name(s)
KAMRE ALAM

राष्ट्रीयता / Nationality	लिंग / Sex	जन्म तारीख / Date of Birth
भारतीय/INDIAN	M	10/09/1988

जन्म स्थान / Place of Birth
SIWAN, BIHAR

जारी करने का स्थान / Place of issue
KOLKATA

Kamre Alam

जारी करने की तिथि / Date of issue	समाप्ति की तिथि / Date of Expiry
09/07/2018	08/07/2028

P<IND<<KAMRE<ALAM<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<

S5331484<0IND8809106M2807085<<<<<<<<<<<<<<<2

AB+
Rh Pos

टिप्पणी / OBSERVATION

विविध सेवा / MISCELLANEOUS SERVICE

1370 / Kgc / Dev

S5331484

पिता / कानूनी अभिभावक का नाम / Name of Father / Legal Guardian
MOHAMMAD ISRAFIL

माता का नाम / Name of Mother
HAMIDUL NESHA

पति या पत्नी का नाम / Name of Spouse

पता / Address
42/H/9 EKBAL PORE LANE

PS-EKBALPORE,KOLKATA

PIN:700023,WEST BENGAL,INDIA

पुराने पासपोर्ट का न. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue
J8904580 20/06/2011 PATNA

फाईल न. / File No.
CA2071325793318

مؤسسة الرعاية الصحية الأولية
PRIMARY HEALTH CARE CORPORATION

مؤسسة حمد الطبية
Hamad Medical Corporation
HEALTH • EDUCATION • RESEARCH صحة • تعليم • بحوث

شهادة تطعيم ضد فيروس كورونا كوفيد –١٩
COVID-19 Vaccination Certificate

Name: KAMRE ALAM MOHAMMAD ISRAFIL الإسم:

Date of Birth (DD-MM-YYYY): 10-09-1988 تاريخ الميلاد (DD-MM-YYYY):

تلقى المذكور أعلاه جرعات اللقاح التالية لـ المرض المستهدف – كوفيد –١٩

The above mentioned has received the following vaccine doses for: Disease Targeted - Covid-19

الجرعة Dose	محتوى اللقاح Vaccine	اسم اللقاح Vaccine Product	الشركة المصنعة Manufacturer	رقم الحزمة Lot #	تاريخ اللقاح Date of Vaccination (DD-MM-YYYY)	بلد التطعيم Country of Vaccination
1 of 2	SARS CoV-2 Vaccine, vector-nr, rS-ChAdOx1	AZD1222 / Vaxzevria	AstraZeneca AB	4121MC018	07-07-2021	Outside Qatar
2 of 2	SARS CoV-2 Vaccine, vector-nr, rS-ChAdOx1	AZD1222 / Vaxzevria	AstraZeneca AB	4121MF008	16-10-2021	Outside Qatar
3	SARS CoV-2 mRNA Vaccine	Spikevax	Moderna Biotech Spain S.L.	000365AV139	15-09-2022	Qatar

Dr. Hamad Eid Al-Romaihi
Manager of Health Protection and Communicable Diseases
Public Health Department
P.O. Box – 42, Doha – Qatar

الدكتور حمد عيد الرميحي
مدير حماية الصحة ومكافحة الأمراض الانتقالية
إدارة الصحة العامة
ص.ب. ٤٢ – الدوحة، قطر

حماية الصحة ومكافحة الأمراض الانتقالية
Health Protection & Communicable Diseases
001

هذه الشهادة هي وثيقة رسمية موقعة رقميًا وصادرة عن وزارة الصحة العامة – الدوحة، قطر.
This certificate is an official document that is digitally signed and issued by the Ministry of Public Health, Doha, Qatar.

