

Safa Khan

Kuwait

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Qualifications

B.A. (Hons) in Global Business

University of West Scotland, UK

Higher National Diploma in Business Management

Eynsford College, UK

**Certified Business Professional (CBP),
Human Resource Management Training
& Certification Program**

New Horizon, Kuwait

Skills

- Excellent oral and written communication.
- Strong understanding of internal controls and sound knowledge of business practices.
- Effective relationship management and negotiation skills.
- Proficient in MS Office suite and Oracle-based systems.
- Multi-tasking and ability to work under pressure.
- A team player to achieve company goals.

Objective

A proactive, dedicated, and confident person, looking to work in a challenging position with a reputed organization that will utilize my skills and knowledge and help me demonstrate the best of my abilities to contribute positively towards personal and organizational goals.

Work experience

KPMG, Kuwait

Senior Team Secretary, Risk Consulting - April 2017 – Present

- Performing risk assessments by analysing current risks and identifying potential risks that are affecting the company.
- Assist in the evaluation of risk management practices, and risk exposures within the company (KPMG Risk Compliance Program).
- Review quality aspects of engagement working papers.
- Maintain Client Relationship Management System (CRM) and Enterprise Resource Planning (ERP) system for the department.
- Review all contracts and internal business proposals.
- Drive project management activities including creating project infrastructure, invoicing, and follow-up.
- Assist in preparing reports for Executive management, Audit Committees and Boards of Directors.
- Building risk awareness amongst staff by providing support and training within the company.
- Safekeeping of files and reports in accordance with the Company's policy for records retention.
- Perform background checks on individuals and corporations using KPMG's application.

Spaces & Concepts General Trading Co. W.L.L.

Project Coordinator - March 2016 – January 2017

- Create and update project status reports.
- Prepare sales quotations requested by clients.
- Arrange for in-house and external trainings and seminars.
- Schedule meetings with external agencies for job requirements pertaining to vacancies.
- Document minutes of meetings for top management.
- Assist with employee relations with regards to various requirements.
- Liaising with clients and suppliers.

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Language Proficiency

- English – Native.
- Arabic – Moderate reading, and basic speaking and writing.

References

- Available upon request.

Al Sallal Projects Trading Company W.L.L.

Executive Assistant to CEO - March 2013 to March 2016

- Maintain schedules and calendars for the General Manager and the CEO.
- Coordinate office activities and events.
- Coordinate travel arrangements and maintain travel vouchers and records.
- Screen candidates prior to interviews with the General Manager.
- Organize and conduct employee orientations and trainings.
- Conduct induction for new recruits.
- Schedule job interviews and assisting in finalizing employee interview assessment forms.