**Awais****awais.150462@2freemail.com**

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**CAREER OBJECTIVE:**

I always like to join the organization that can provide me with the best environment and assist me improve my skills with exposure to future technologies. I want to work and use my skills in a highly professional and leading environment, where innovation, creativity and achievements are the measure of success.

 **KEY SKILLS:**

* Excellent Problem Solving Skills.
* Project Planner, Leadership Skills.
* Ability of unlearning the old and learning the new methodology.
* Ability of managing diversity problem.
* Capacity to take Responsibility in meantime Ability to Present, discuss and purpose at a senior level.

**PROFESSIONAL WORK EXPERIENCE:
Organization:** **Future Bright Technologies LLC, Dubai, UAE**

**Tenure:**  July 2016– June 2017

**Designations:** Public relation Officer/Assistant Administrator

**Responsibilities:**

* Administrated staff of 190 members of 3 companies under main office i.e. Future Technologies LLC,

 F.B.L Technologies LLC and Future Bright Technologies LLC (Branch)

* Created and updated records of all staff and databases with personnel, financial and other data in MS

 EXCEL Format and maintained complete record in system.

* Reporting to general Manager and Manager Administration on Daily basis.
* Maintain passports of employee with company.
* Coordinate and provide required details of staff to Management of Etisalat on request.
* Arranged for Etisalat Staff user I.D’s for using smart registration devices and display I.D’s cards.
* Apply and get medical Insurance for each staff of company as per requirements.
* Coordinate with accounts department regarding staff salaries to be transferred.
* Created and maintained manual filing system in company, each staff is having its own file and proper

 Record from their CV’s till each required document.

* Attending Coordinating office operations to secure efficiency and compliance to company policies
* Managing agendas for upper management and maintained office professional decorum.
* Handling and providing required stationery items to back office and staff.
* Coordinate with building maintenance department in case of any problem related to office

 Equipment.

* Getting quotations from market for required things i.e. Papers, stickers, Electrical items, toners...etc
* Maintained attendance, annual leaves, leavers, resignations, terminations record of company staff.
* Coordinate with Sales department regarding requirements of new staff, update to Administration Manager

 and arrange for required documents for visa processing.

* Arranged for staff business cards and performance certificates.
* Coordinate with the I.T department regarding staff official email I.D’s, Telephone extension lines, CCTV servers.
* Promoting equality and diversity as part of the culture of the company as Future bright comprises of staff from different nationalities i.e. Indian, Pakistani, Sudan, Philippines, Uzbekistani
* Implementing disciplinary procedures.
* Monitors and ensures the implementation of human resources policies, practices and procedures.

**PROFESSIONAL WORK EXPERIENCE:
Organization:** **Future Bright Technologies LLC, Dubai, UAE**

**Tenure:**  March 2015- June 2016

**Designations:** Team Leader & Trainer

**Responsibilities:**

* Selling Etisalat Telecom Products i.e. postpaid, smartphone and corporate plans.
* Recruited, trained, Lead, handled and built sales team.
* Create an environment oriented to trust, open communication, creative thinking, and cohesive team effort
* Provide the team with a vision of the project objectives
* Motivate and inspire team members
* Coach and held training sessions for newly recruited staff for different projects i.e. Key retailer and outdoor
* Communicate clear instructions to team members
* Listen to team members' feedback
* Monitor team members' participation to ensure the training they are being provided is being put into use, and also to see if any additional training is needed
* Manage the flow of day-to-day operation.

**PROFESSIONAL WORK EXPERIENCE:
Organization:** **Rupali Group of Companies, Lahore, Pakistan.**

**Tenure:**  April 2014– October 2014

**Designations:** Regional Marketing Executive

**Responsibilities:**

* Conducting Marketing and promotional Activities for company product i.e. polyester yarn to loom owners.
* Daily field visits and reporting to GM (group manager) and CEO.
* Segmentation and determining potential growth in whole region
* Identify sales leads, pitch goods or services to new clients and maintain a good working relationship with new contacts;
* Revolves around good communication
* Following up new business opportunities and setting up meetings
* Planning and preparing presentations,
* Communicating new product developments to prospective clients

**ACADEMIC EDUCATION:**

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| **DEGREE** | **Institute/University** |
| M.B.A (Marketing & HR) | Qasms, Quaid.e.Azam University, Islamabad. |
| Bachelor of Commerce (B.COM.) | Hailey college of Commerce, University of the Punjab, Lahore |
| Intermediate in Commerce (I.COM.) | Punjab college of commerce, B.I.S.E, Gujranwala |

**COMMUNICATION SKILLS:**

* Strong Communication Skills.
* Fluent in English, Urdu , Hindi, Punjabi

 **COMPUTER SKILLS:**

* Microsoft Office (Word, PowerPoint, outlook, Excel)
* Multimedia editing’s (Adobe, Paint, Editing)
* Platforms: Microsoft Windows 7, 8 & 10.

 **INTEREST AND HOBBIES:**

` \*Travelling \*History & General knowledge \*Current and global affairs \*Commercial Geography \*Management in each discipline \* Management

\*Determining Business Scope

 **ACHIEVMENTS:**

* Achieved Second Position in achieving sales target under Etisalat Competition in October, 2016.
* As team leader our channel partner Achieved diamond channel partner status in Etisalat in 2016.
* Secured top position among team leaders in month of December, 2016.
* Organize a seminar on management and human resource management at QASMS.
* Organizing member of HR conference Supported by QASMS and PPEPCA (Pakistan Petroleum Exploration & Production Companies Association).
* Developed an video commercial for advertising and promotional strategies

**PERSONAL INFORMATION:**

**Date of Birth** : 11-01-1990

**Religion** : Islam

**Marital Status** : Married

**Nationality** : Pakistani.

 **REFERENCE:**

* Available on Request.