**FAHEEM**   
[faheem.248587@2freemail.com](mailto:faheem.248587@2freemail.com)   
**Objective**To work at a challenging and dynamic position in a progressive organization where I can develop and utilize my skill sets in order to make a difference in myself and organization.

**Competency**

A highly motivated administration management professional with a verifiable record of accomplishment spanning more than ten years. Highly creative, recognized as a results-oriented and solution-focused individual. Areas of strength include:

|  |  |
| --- | --- |
| Purchase Management  Personnel Management  Organizational Skills  Computer Literacy   * Work as Team Player * **Project Management** | Office Maintenance  Legal Aspects of office management  Sales & Recovery  Time Management Skills   * Bill Management |

**Experience**

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| --- | --- | --- |
| **Supervioser May 2014 to Dec 2014**  **NexGen Tecnical Services**  **Project coordinator FEB 2013 ~ March 2014**  **PATSON MIDDLE EAST FZ LLC**  **Admin Officer ---- September 2002 ~** **FEB 2013** |  | |
| World Call Telecommunication (Pvt.) |  | |
| Karachi, Pakistan. |  | |
|  |  | |
| ***Responsibilities*** |  | |
| **I am currently working as a** **Project coordinator in PATSON MIDDLE EAST FZ LLC**   * Admin officer and providing office maintenance & administration services to the organization   Manage all petty cash and office supply expense accounts  Manage stationary store   * Manage utilities & bill management of the company * Supervise day to day operational activities * Manage office personnel * Manage vendors & purchases * Provide administrative support to more than 100 remote offices | | |
| ***Account Assistance*** JR Motors Private Ltd.  Karachi, Pakistan | | 1999 ~ 2001 |
| *Responsibilities* | |  |
| * Supervised office Maintenance * Managed office ledgers and accounts | | |

|  |  |
| --- | --- |
| **Account & Audit Assistance** | 1997~ 1999 |
| *Overseas Courier Service Ltd, Karachi, Pakistan* |  |
| *Responsibilities* |  |
| * Provided audit services to remote office location. * Keeping up to date main office accounts. | |
| **Recovery & Sales Officer** | 1996~ 1997 |

*Rahat Textile Mill Private Ltd.*

*Responsibilities*

* Worked as a recovery and sales officer
* Was responsible for sales & recovery target
* Achieved targets with in specific time

**Educational Background**

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| --- | --- | --- |
| **Bachelors in Arts** |  | 1992 |
| Karachi University |  |  |
|  |  |  |
| **Intermediate** |  | 1886 |
| Sindh Intermediate Board |  |  |
|  |  |  |
| **Matriculation** |  | 1884 |
| Government Boys Secondary School |  |  |

**Interest**Cricket - Social Networking

**Personal Detail**

* Date of Birth: 30th July 1966
* Languages: English, Urdu Punjabip

Marital Status: Married

**Reference**will be furnished upon your request