**FAHEEM**
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 ManagementPersonnel ManagementOrganizational SkillsComputer Literacy* Work as Team Player
* **Project Management**
 | Office Maintenance Legal Aspects of office management Sales & Recovery Time Management Skills* Bill Management
 |

**Experience**

|  |  |
| --- | --- |
| **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 accountsManage 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**

|  |  |  |
| --- | --- | --- |
| **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