Ziaullah

***ADDRESS:***

***Evershine Contracting LLC***

*Bait Al-Nahda, Office No: 310*

*Near NMC Hospital,*

*Al-Nahda 2*

***SYNOPSIS:***

*A dedicated professional with more than 3 + 10 + 2 years’ + 7 months experience in helping business thrive, office work, sales, and marketing and development Extensive work in import and export business, marketing communication, sales management and counseling, writing and editing.*

*Also, worked in own business (Manufacturing Water Pumps, Chef Cutter and Flour Machine) as an “****Office Manager****”. My scope of work was mainly related to the Marketing and Sales of the Product and dealing and agreements with clients. Main flow of document, Guarantee and quality of the Product.*

*Now I am working in “****Evershine Contracting LLC******Dubai****” as an* ***Admin Officer.***

Ziaullah.251651@2freemail.com   Curriculum Vitae

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| MBA (Marketing and Management Information System)Institute: College of Professional Studies, Islamabad PAKISTANAL-KHAIR UNIVERSITY AJK (HEC Recognize) |

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| Previous QualificationBACHELOR OF COMMERCE (Commerce)Institute: Punjab College of Commerce, Rawalpindi PAKISTANPUNJAB UNIVERSITY LAHORE ( HEC Recognize) |
| SSC & HSSC (Science)Institute: Govt High School Kakrali, Gujrat & Garden College Lahore, PAKISTAN ( IBCC Recognize) |
| Primary EducationInstitute: Govt Primary School Kakrali, Gujrat, PAKISTAN |
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| Computer Skills |
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| MS Office (Evening Session)Jan1999-Mar1999Al-Khair University Islamabad, PAKISTAN |
| Visual Basic (Evening Session)May1999-Jul1999 National Institute of Electronics Islamabad, PAKISTAN |
| MS Access (Evening Session)May1999-Jul1999 National Institute of Electronics Islamabad, PAKISTAN |
| E-Commerce (Evening Session)(Solution Track)May2000-Jul2000National College of Computer Science Lahore, PAKISTAN |
| E-Commerce (Morning Session)(Professional Track)Feb2001-May2001 on job trainingComsat Islamabad, PAKISTAN |

 Qualification

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Current Duties and Responsibilities To Monitor and Supervise:

*Achieves marketing and service operational objectives by contributing marketing and development information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing Synergy, productivity, quality, and client-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change.*

***EXTRA CURRICULUM:***

*Certified in writing and performing skits and speech competitions Award*

***PERSONAL ACTIVITIES:***

*Swimming, Cricket, Writing, Computing and Internet exploring*

***ADDITIONAL INFORMATION:***

*Pakistani National, Excellent health, married with three children and willing to relocate, Sportsman. I have Excellent command on English, Urdu and Punjabi. I will be Thankful to communicate and pleased to provide reference on demand. I always interested in updates and new comings.*

***MORAL:***

***Be accountable and take responsibility***

Curriculum Vitae

Experience

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| **Admin Officer***01/2015 – Date**EVERSHINE CONTRACTING LLC*Previous ExperiencesAdmin and Office Manager( visa PURCHASING MANAGER) 02/2010 – 01/2012)FIRM: TRAINING AND PROMOTIONS: During my tenure, I also covered Admin and Office Manager duties and responsibilities divided into major parts Purchasing, Clerical and Maintaining records. DUTIES AND RESPONSIBILIES:Purchasing Responsibilities:• Negotiating the lowest price. • Acquiring Material and parts needed.• Placing orders and checking shipments.Clerical Responsibilities:• First point of contact for employees duty times, attendance and payroll.• Process payroll and maintain payroll information as required.• Data entry for all employees duty times, attendance and personnel transactions such as new hire, termination, leave of absence, benefits deductions and garnishments.Maintain Office Records Responsibilities:• Ensuring the records and filing systems are up to date.• Implementation of procedures and policies.• Maintain the office budgets and expenditure records.Overall Responsibilities:Purchasing materials related to Plumbing, Electrical, Civil and Office in all ranges. Handling LPOs, DOs, Accounts, Payments, all transactions about banks, accounts about PDC with records, Bank salary and counting overtime, working days, performances, targets, insurances and payments of all labors according to the Law, databases of labors status, promotions, and increments. Deal with all sub-contractors and their performances. Prepared monthly management financial reporting package and executive summary schedules. Reporting all work to management and decisions, handling leaves, cancellation records of labor and staff. | Marketing and Sales Manager 12/1999 – 01/2010FIRM: TRAINING AND PROMOTIONS: I got special on job training in E-Commerce (Professional and Solution track) from Comsat Islamabad and have chosen for IT head also with the same designation.DUTIES AND RESPONSIBILIES: Overall supervision and control on the performance of the sales and marketing team and implement all marketing strategies, marketing plans and set sales targets and budgets. Coordinate and implement all product advertising, billing, sales promotion, trade incentives, guarantee etc.Business Administrator Trainee06/1999 – 08/1999Firm:Siemens Pakistan Engineering Co. LtdExercised in:Developing new business by prospecting and calling on new clients. Gathering intelligence on our firm and competitors. Product scheme advertising. Cooperate with logistic team to help on goods delivery arrangement. Conducting sales research, pre-call planning and account analysis. Assist in marketing activities and trade shows. Sales data maintenance and analysis. Building strong customer relationships to generate new sales. Feeds back handling and response in time. Establish relationships with companies and identify partnership opportunities.Salesperson07/1990 – 02/1993FirmJamil & Company Kotla Pakistan(Unilever agency)Overall Responsibilities: Sales data maintenance and analysis. Building strong customer relationships to generate new sales. Feeds back handling and response in time. Establish relationships with companies and identify partnership opportunities. |

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