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|  | **PERSONAL SUMMARY**  A reliable, capable and enthusiastic all rounder who is able to take on the management and coordinating duties of any leadership role. Possessing extensive experience of office administration, procurement and marketing, supporting, developing and motivating teams to do better and to drive continuous improvements across a range of work activities. Currently looking to join a suitable organization that demands hard work and offers good opportunities for career development |

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| **AREAS OF EXPERTISE** | * Procurement / Logistics & Sales * Market Awareness * Administration & Coordination * Leadership * Team Management * Working knowledge of Tally   and Quick book Software | * Vendor and Customer Selection * Sound Communication skills * Customer care & representation * Adaptability * Strikingly Presentable * IT & Typing Skills * Highly Responsible |

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| **CAREER HISTORY** | * **PROCUREMENT AND SALES EXECUTIVE at Froebel’s International School** from Oct 2014 to Dec 2015 |
| **DUTIES** | * Delegating work duties to domestic staff and coordination with senior staff members * Public Relation and liaison * **EVENT MANAGEMENT** and parents teacher meeting * Multi-dimensional HR related tasks including **PROCUREMENT** and **BUDGETING** * **E-marketing, seminars and brand marketing** * **PURCHASING OF OFFICE EQUIPMENT** including furniture, computer accessories and school maintenance * Stock and Inventory checking * MARKET SEARCH AND VENDOR selection * Documentation and file keeping * **PROCURMENT AND SALES MANAGER at JIPL SOLUTIONS** from 2012 to 2014 * **PROCUREMENT** of project related material * **CONTRACTING** * **HANDLING AND DISBURSEMENT** of procured material and equipment * Arrangement of workshops/Presentations on safe health related project * Maintenance of office record and Event Management * Stock and Inventory Checking * **MARKET SEARCH AND VENDOR** selection * Documentation and file keeping * **PROCUREMENT & MARKETING OFFICER at Faisal Memorial Hospital** from 2010 to 2012 * **PURCHASING** of medical and surgical equipments * **BUDGETING AND AUDITING** * Stock and Inventory checking * Market search and vendor selection * Documentation and file keeping |
|  | * **MARKETING OFFICER at Berger Paints** from **2007 TO 2009** |
| **DUTIES** | * **SALES & RECOVERY** from market * **INTRODUCTION OF NEW METHODS** in market to maintain the circulation of both demand and supply * Focus on outstanding bills * Arrangement for **IN-DOOR TALKS** for stability of market * A **Mediator** between customer and the company * Market search and customer selection * Documents and file keeping |
|  | * **DESK ADMINISTRATOR at Hajvairy Technologies** from **2007 To 2007** |
| **DUTIES** | * Worked as a Computer & Telephone Operator * Office management * Assistance to seniors * Keeping files and maintaining records |
| **KEY SKILLS** | * Outstanding interpersonal communication * Having a responsible attitude, remaining calm under pressure and possessing superb decision making skills * Promoting good work practices * Able to build a positive rapport with staff * Superb people management skills * Able to introduce new processes to a team and organization * Ability to learn new notions without procrastination |
| **ACADEMIC HISTORY** | * **M.Sc in International Relations** **and Management** from NUML University in **2013**   Got **75%** marks |
|  | * **Graduation** from Punjab University **in 2009**   Got **60%** marks |
|  | * **F.Sc (Pre-Engineering)** from Federal Board **in 2005**   Got **71%** marks |
|  | * **SSC** from Federal Board **in 2003**   Got **76%** marks |
| **COMPUTER SKILLS** | * Well versed with basic and advance courses that includes, software & Hardware installation, MS office, MS Excel, MS Power point, Peachtree, Browsing, Sale & Purchase |
| **LANGUAGES** | * Adept in written and spoken English & Urdu language * Can also communicate in local languages like Punjabi, hindko, Saraiki |
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