The Managing Director,

Dear Sir, SUB: Post of

With reference to your advertisement which appeared through online that there are vacancies in your esteem establishment, I am submitting my application for the above post together with my personal Bio-Data sheet.

**REGARDING MY EXPERIENCE:**

I was in the Kingdom of Saudi Arabia for the last 4 & half years, joined as a Catering clerk and after 6 months I was promoted as Catering Supervisor, I was connected to store supervising also, after 1 year I was performing duty as Housekeeping supervisor & promoted as Sanitation Supervisor, monthly entry reports of Camp/Buildings cleanliness was submitting to Camp Manager. I was attached to the Housing & Administration units for M/s. Saudi Catering & Contracting Co., who was contractor for “ARAMCO” Ju’ayhma, Dhahran, Saudi Arabia.

After the end of my contract in Saudi Arabia. I joined the M/s. B. Braun Pharmaceutical Pakistan (Pvt.) Ltd., it’s a multinational pharmaceutical company, Its Headquarter of the group based at Germany with regional office at Penang Malaysia. I worked for last 11yrs & 6mths. as a **Admin In charge,** my post was designate as **Office Assistant**. My duties & responsibilities Attendance report recording, daily morning meeting attending with our G.M to take over day to day duties, meeting arrangement for sales staffs, stationery purchasing & placing orders for printing, office maintenance & repairs, Photo copy readings record keeping, monthly attendance reports submitting to finance dept., for salary preparing, Office Cleanliness reporting, Travels/Hotel Bookings. My end of duty with B.Braun Pharmaceutical , staffs was Terminated as surplus & final settlement was paid us with a Golden shake settlement, in Pakistan Business was wind up because of loss.

With M/s. Oceanic Surveyors joined as Admin Manager performed Departmental Survey duties and daily meeting was with the Chairman for daily orders taking to attend duty, staffs Attendance recording, in & out going surveyors duty entry recording, office stationery purchasing & placing orders to print, Petty cash handling & expending for office miscellaneous expenses & weekly reports submitting to finance dept., staffs attendance reports submitting to account dept. for salary preparing, Office repairs & maintenance. Staffs Hotel/Travel Tickets arrangements. I worked 4& half years, I left the service for better prospect.

I joined M/s. Gudia Pvt. Limited an Indenting company for raw, machinery, foods items & packaging my duties was attached under Admin dept., duty attached to Dispatch dept. worked related to receive in & out mails & submitted & forwarded to dept. accordingly after entry recording, shipping documents are to be photo copy & filling, original doc., will be mailed for parties, office petty cash daily expenses handling, attendance reports submitting to Finance dept. for salary preparing & monthly courier entry reports too. Outgoing materials issuing gate passes & recording & reports submission to Management/Finance dept., for their knowledge. After 10& half years I resigned from the service because some domestic problems faced me to leave my job. I Left the service on 30th Nov.’2015.

I am submitting my personal bio-data here under as follows: -

1. Name: : Mohammad
2. Nationality: : Pakistani (Phattan, Kakar by Tribe)
3. Domicile: : Karachi
4. Date & Place of Birth: : 09th March, 1959. (Killi Haji Abdullah Khan, Saranan, Pisin, Quetta)
5. Marital Status: : Married
6. Qualifications: : G.C.E.(A/L) IN ENGLISH MEDIUM studies at Sri Lanka.(Sub.: Science)
7. Computer Skill: : MS. Word, MS. Excel, MS. Power Point & Dos.
8. Experiences: : 28-Years over ( I am a hard worker , can face any field if given
9. Languages: : Urdu, Pasto, English, Malaysia, Tamil, Sinhalese & etc.
10. Sports: : Football, Cricket, Snooker & Table tennis etc.
11. Health: : Medically fit to work without doubt

If my humble application is favorably considered, I will do my best to prove myself honestly & hardworking in my duties for management satisfied. I assure you of my loyalty and endeavor in the discharge of all duties entrusted to me.