**ZEESHAN**

Email : Zeeshan.330346@2freemail.com

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**ADMINISTRATION MANAGER**

Resourceful, dynamic and proactive professional with 11+ years of diverse experience in office management. A critical-thinker who is well versed in organizing staff expenditures and office budgets. Excellent communicator with proven ability to maintain positive, professional interpersonal relationships with staff, co-workers and clients. Able to coordinate effectively with all levels of management.

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**PROFILE SUMMARY**

* Administrative professional with excellent communication and computer skills, meet deadlines and work with a high level of efficiency.
* Highly organized and meticulous with experience in corporate office settings.
* Proficient in managing organizations purchasing policies, procedures, standards, and strategies in order to ensure process transparency, fairness, impartiality, and confidentiality.
* Capable of working with different departments and communicate with a wide range of colleagues or clients on daily basis.
* Ambitious self-starters developing new insights and highly motivated to engage team members.
* Team Building, supervision, understanding policies and implementation, staff meetings and coordination.
* Maintained office records, filing, expenses, controlled different projects/sub contract's documentations.

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**SKILL SET**

* Administration Organization Problem Solving
* Communications Analytical and Critical Thinking Team work
* Compliance Management Multitasking Technology Skills
* Planning & Organizing Leadership Time Management

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**EXPERIENCE**

**Administration & Transport Manager Nov-2012 To Feb-2017**

**Hard Work General Contracting & Maintenance LLC Musaffah, Abu Dhabi-UAE**

**Key Responsibilities :**

* Keeping record of all the vehicles, equipment e.g. Light vehicles, Heavy Vehicles, Excavators, Dozers, Graders, Cranes etc.
* Ensuring the registration and safety certificates are up to date and renewed for all of these equipment and vehicles, Passing, renewals etc.
* Preparing different kind of proposals, quotations as inquired by different companies, price negotiations, making rental agreements, sub contracts like excavations and cart away works, building maintenance.
* Worked on different oil and gas projects in municipality, ADCO, Habshan, Shweihaat and supplied them the required vehicles and equipment.
* Arranging oil field requirements e.g. Safety certificates from the approved suppliers e.g. TUV SUD.
* Preparing documents for LOA (Letter of Assistance) from the oil field entities to get the required Passes CICPA (Critical Infrastructure and Coastal Protection Authority), Military etc.
* Ensuring on time delivery of the vehicles and equipment to start the work on time.
* Making the standard of vehicles and equipment as per the company's special safety requirements to perform successful safety induction at site e.g. installing online operational IVMS from approved vendors, no sign of leakage, defects, reverse alarm, fog lights, mirrors, brakes, tires, seat belts, AC, fire extinguisher, reflective stickers, spark arrestor, emergency light, first aid box, ADSD certificates, Employees medical fitness certificates to confirm they are fit to work in oilfield etc.
* Arranging operators, drivers, replacements, their leave, handling complaints from sites, site maintenance, accommodations, food, arranging transportation and mobilization of equipments.
* Purchasing spare parts, hiring equipment and vehicles from different suppliers to fulfill the demand of our contractors.
* Provide full support to our Managing Director, assisting in daily office needs, grabbing new projects.
* Acting as a main point of contact for all employees and all the contractors and suppliers, providing administrative support and managing their queries, managing office stock, preparing different reports, expenses, budgets, handled petty cash expenses and organizing company records.
* Organizing and attending meetings with different companies, guests etc.
* Handled visa expenses for old and new comers, recruitment, interviewing, hiring, and handled employees salaries through WPS, increments, appraisals, final settlements for the last four years.
* Ensuring to get the time sheets on time and submission of invoices to all the companies we are working with and get the proper receiving.
* Maintaining knowledge of applicable rules, standards and best practices.
* Handling major purchases, materials, supply, on time delivery, locations, develop agreements with suppliers and engage in all aspects of contracts management.



**IT Cum Admin Officer (SAP User) Feb-2010 to Aug-2012**

**Abu Dawood Trading Company Pvt. Ltd. Pakistan (ATCO) Peshawar City,Pakistan**

**Key Responsibilities :**

* Following standardized company procedures relating to all aspects of Office performance.
* Maintained the internet and SAP connectivity and report to H.O.to resolve the issue.
* Accountable for the processing of all daily orders of each supplier in SAP using S.D. Module via different transactions e.g. VL10C.VL06G, VF31.VA02.
* Provided and submitted separate summary to the warehouse supervisor for each supplier for daily supply.
* Generated all the bills through SAP and printed them out.
* Cleared all the open orders from SAP.
* Responsible for the check and clearance of all the open deliveries pending against our shipping point.
* Developed Pre-sell orders (manually) and sub distributor orders on demand.
* Monitored credit control viewing/check for different customers credit management display, cancellation of invoices and partial returns.
* Managed the customers master data (customer sales areas, address, bank data, payment transactions)
* Handled the display of material master data like SAP code, basic unit of measurement, division, standard price, trade price.
* Provided final day report to suppliers on which cash will be submitted to the accounts department.
* Generated customer wise report and different kind of SAP reports (sales reports) on SAP.
* Maintained record of all the Branch IT assets like desktops, laptops, printers, routers, HHT’s (Handheld transactions) etc.
* Monitored the transferring, replacements and repairing of assets through proper channel and approval.
* Answering incoming calls in a professional manner. Maintaining suitable and sufficient office stationary levels. Establishing stationary requirements for the Office.
* Scheduling conference room booking for senior managers.
* Maintain efficient and accurate manual filing system.
* Administering discipline into an office and sales team.
* Assisting General Manager, Sales Manager and senior management with SAP connectivity and different issues related to IT support.

**Customer Service Officer Apr-2008 to Dec-2009**

**Ufone GSM (Telecommunication) Peshawar, Pakistan**

**Key Responsibilities :**

* Handled and resolve customer complaints, respond promptly to customer inquiries.
* Perform customer verifications.
* Process orders, forms, applications and requests.
* Direct requests and unresolved issues to the designated source.
* Manage customer accounts.
* Keeping records of customer interactions and transactions.
* Issue new sim cards, sim replacements, confirming and changing ownerships.
* Taking proper approvals from Head Officer, attending meetings, following guidelines.



**Customer Service Representative Feb-2006 to Mar-2008**

**Mobilink Jazz Telecommunication Peshawar, Pakistan**

**Computer Instructor (Part Time) Jan-2005 to Dec 2005**

**Khyber Computer Institute & Internet Cafeteria Peshawar, Pakistan**

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**Additional Skills and Achievements :**

* Played key role in the Abudawood IT department for maintaining standard IT equipments and connectivity issues.
* Critically solved and found many SAP errors during the processing of transactions like trade price errors, retail price errors, TPR’s and checked on daily basis for error free execution.
* Significant contribution in updating the sale department for their daily booking according to the daily Stock position and on time submission of the SFO’s (sales force one) daily to sync the data online to the H.O.
* Flawlessly maintained a complete record of IT assets, their details, specifications, condition as these assets are under the IT Department of branch
* Strategically maintained organizational structure, customizing transfer of equipments and availability cards and connections.
* Proactively involved in system and integration testing.
* Radically maintained interface to other Modules such as F.I. M.M. H.R. etc.
* Instrumental role in creating new sales document types, delivery document types and billing document
* Pivotal in configuring order management, delivery, billing and worked on the SAP Scripts for invoices.
* Hands-on exposure with various order types like standard order, cash order, rush order, special order.
* Productively configured copying control requirements to various sales, deliveries and billing documents involved in end to end customization and preparing complete configuration documents.
* Prolific experience in working on different kind of SAP reports (ZPSD\_007) like daily sale, monthly sale, average, MSU, daily supplier cash report etc.
* Cross functions without any failure in the field of Accounts, Warehousing and Admin department.
* Backup of Warehouse Officer in the absence of him using the M.M. (Material Management) module and learned various type of M.M. transactions e.g. making STO (stock transfer order), stock receiving, handling damages, manufacturing damages,MB52, MB51, etc.

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**EDUCATION :**

* **BA** (Bachelors of Arts) from University Of Peshawar Pakistan 2010
* **FSC** (Faculty of Science) from Government college of Peshawar, Pakistan 2007
* **DIT** (Diploma in IT) from Technical Educational Board of Peshawar 2010

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**IT SKILLS :**

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* SAP Knowledge and Practical Work Experience on SD module (Sales & Distribution),

MM (Material Management) & FI (Finance).

* MS Office full
* DIT (Data Structure, Internet, C Language, Data Communication, Operating System, Financial Accounting, Oracle DBA, System Analysis & Design, E-Commerce, Internet Programming, Visual Basic, Business Communication & Project.

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**Personal Detail :**

* Calm and composed under pressure and able to work to tight deadlines.
* Ability to work within a busy and demanding team environment.
* Able to work with minimum amount of supervision and on own initiative.
* An outgoing, people oriented individual who is capable of wearing many different hats.
* Strong desire and ability to deliver excellent customer service.
* Always thinking up ways to improve current processes.
* Date of Birth: 3rd December 1988
* Language Known: English,Urdu, Hindi, Pashto, Panjabi and Basic Arabic
* Nationality: Pakistan
* Religion: Islam / Muslim
* Visa Status: Visit Visa valid till 10-02-2018

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