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| **Career Objective:**  To succeed in an environment of growth and excellence and earn a job which provides me job Satisfaction and self-development and help me achieve personal as well as organization goals.. Relocation desirable.  **Profile:**  Over 15 years of experience in the field of Marketing, Management and Administration  **Management Skills Summary:**  **Conceptual Skills:** Ability to use information to solve business problems, identification of opportunities for innovation, recognizing problem areas and implementing solutions, selecting critical information from masses of data, understanding the business uses of technology, understanding the organization's business model.  **Communication Skills:** Ability to transform ideas into words and actions, credibility among colleagues, peers, and subordinates, listening and asking questions, presentation skills and spoken format, presentation skills; written and graphic formats  **Effectiveness Skills:** Contributing to corporate mission/departmental objectives, customer focus, multitasking; working at multiple tasks at parallel, negotiating skills, project management, reviewing operations and implementing improvements, setting and maintaining performance standards internally and externally, setting priorities for attention and activity including efficient time management.  **Interpersonal Skills:** Coaching and mentoring, diversity ; working with diverse people and culture, networking within the organization, networking outside the organization, working in teams; cooperation and commitment. Professional Experience: **Dates: November 2011 – Present**  **Position in Company: Supervisor**  **Company Name: NADRA (** **National Database and Registration Authority, Pakistan**)  NADRA is an autonomous body working under Interior Ministry, Government of Pakistan.  • Help and assist Deputy Manager in Supervision, monitoring and managing all under command offices of Nadra. Ensuring timely submission of reports and returns by subordinate offices to concerned authorities, maintaining and dealing with official correspondence. Advising, developing, ensuring implementation of policies and adherence of rules, regulations and SOPs by subordinate staff. Promoting customer care culture in all offices.  • Assist Deputy Manager to monitor the overall performance of all under command NRC.  • Assist Deputy Manager for monthly visits of NRC and preparing a comprehensive inspection report of all respects, for own submission to Deputy Director (Technical).  • Approval of all the matters concerning to all Data Entry Operators working under supervision of Supervisor and look after the responsibilities of administration.  • Opening/Closing the office and maintaining duty roaster/responsibility of same.  • Managing all the employee issues and co-ordination.  • Supervising efficient functioning of procedures performed by the employees.  • Managing flow of public.  • Work in close collaboration of technical staff for system functioning.  • Help the Accountant preparation and disbursement of Project Employees pay.  • Preparation of reports of daily performance of Employees related to Data cleansing.  **Dates: December 2004 – October 2008**  **Position in Company: Sales Executive Officer.** Company Name: Alp Business Service Management (pvt) Ltd Lahore. Pakistan ALP Business Service Management (ABSM) is a Multinational Company providing software services to the clients in USA, Europe and Middle East.   * Maintain and develop good relationship with customers through personal contact or meetings or via telephone etc. * responding to incoming email and phone enquiries * Acted as a bridge between the company and its current market and future markets. * Gathered market and customer info to enable negotiations regarding variations in prices, delivery and customer specifications to their managers. * Help management in forthcoming products and discuss on special promotions. * Review their own performance and aim at exceeding their targets. * Record sales and order information and report the same to the sales department. * Provide accurate feedback on future buying trends to their respective employers.   **Dates: September 2003 – August 2004**  **Position in Company: Customer Service Officer**  **Company Name: Khushali Bank Limited. Pakistan.**   * Interaction with client segments and product sales. * Formation of community organization and built social collateral. * Loan disbursement in the specified area, conduct regular meetings and ensuring compulsory saving of clients. * Field survey for the analysis of checking market potential. * Monitoring the sales process and recovery.   **Dates: October 2001 – September 2003**  **Position in Company: Merchandiser**  **Company Name: KING EMBROIDERY & KNITWEAR (PVT) LTD.Pakistan**   * Visit suppliers and Negotiating prices with suppliers. * Assuring timely delivery of shipment. * Assuring quality as per the requirement. * Analyzing sales information. * Ordering goods * Talking to other departments * Helping with promotions and advertising campaigns * Producing sales projections   **Skills:**   * Excellent [communication](http://talentegg.ca/incubator/2013/08/09/5-industries-most-in-demand-for-bimulti-lingual-workers/) skills, developed through experience in dealing with customers over a period of more than 15 years.      * Microsoft Word, Microsoft Excel, Microsoft Power Point, Internet Browsing.   **Languages:**  Excellent written and verbal English, Urdu and Punjabi language.  **Certificates & Education.**  **Degree, Major:** Master's degree, Business Administration, Management  **Institution:** Allama Iqbal Open University  **Location:** Pakistan  **Completion Date: Dec**  2014  **Degree, Major:** Master's degree, Business Administration, Marketing and Textile Designing  **Institution:** National Textile College of Management Sciences.  **Location:** Lahore, Pakistan  **Completion Date:** May, 2001  **Degree, Major:** Bachelor's degree, Economics and psychology  **Institution:** Punjab University.  **Location:** Lahore, Pakistan  **Completion Date:** august, 1999  **Degree, Major:** Two years Diploma in Textile Designing  **Institution: National Textile College of Business and Management Sciences.**  **Completion Date:** May 2001  **Degree, Major:** Short course, Business Communication  **Institution: Virtual University**  **Date of Birth:** 20th march 1979  **Nationality:** Pakistan  References can be provided on demand. | http://media.monstergulf.com/monster_2012/trans.gif |
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