|  |  |
| --- | --- |
| ***Curriculum Vitae*** |  |

**OBJECTIVE:** Looking for the opportunity to work with reputable multinational organization & in the professional environment where I can utilize my professional skills as well as work for the progress of company and business enlargement.

***E D U C A T I O N***

# B.Sc. Government Postgraduate College Abbottabad (University of Peshawar).

# S.S.C Federal Government Boys Secondary School Abbottabad

# Computer Courses:

# MS Office (Word, Excel, Power Point) Ministry of Defence, Government of Pakistan.

**Email** correspondence by Health Department, Karachi-Sind, Pakistan.

**Oracle** database by Health Department, Karachi-Sind, Pakistan.

**Vocational Technical Courses:**

Vocational Technical Certificate of **Cranes Operator**

Shipyard Institute of Technology - Karachi

Vocational Technical Training Certificate in trade of **Auto Mechanic**

Sindh Board of Technical Education - Karachi

Vocational Technical Training Certificate in trade of **Auto Mechanic (EFI)**

SOS Technical Training Institute, Iqra Foundation Campus at Lalabad Karachi Campus

**WORKING HISTORY:**

***GULF EXPERIENCE:***

# Sales Manager cum Admin Incharge

UAE - May 2005 to August 2008

• Have earlier worked for *Oman Rolling Belts* (a Sole Distributor of German Rolling Conveyor Belts of SIEGLING for Gulf region) as Sales Manager cum Admin Incharge UAE.

Responsibilities in ***Procurement /Purchasing***:

* Working Execute and monitor all regular purchases
* Sound knowledge of market / suppliers / sources
* Strong Negotiation & Evaluation skills
* Preparation of Purchase Order, Comparative Statement
* Knowledge of advance purchasing tools / practices
* Liaison with end user to get the complete job scope
* To handle work order from the valued clients.
* To coordinate with technicians of the workshop
* To prepare quotations, invoices and statement of Accounts for recoveries of Bills.

Responsibilities in ***Administration:***

* To handle all secretarial tasks, drafting for queries of new customers.
* To reply any queries from new and existing clients through Email, phone and fax.
* File keeping properly in their respective folders.
* To handle all account’s related work including statement of accounts and credit notes for clients
* Making salary payroll for employees.
* Recommend changes that could improve service and increase operational efficiency.
* Demonstrates ability to interact and cooperate with all company employees.

# Warehouse Supervisor

HUBCO Power Station at Hub, Baluchistan (Pakistan) - March 2000 to December 2000

Responsibilities

* To Supervise the loading, off-loading and stacking of the commodities, and assist the storekeeper to keep updated records on stack cards, and/or computer inventory lists
* To Supervise cleaning exercise after loading and off-loading and reconstitution exercise when required
* Check and control incoming goods both food and non-food commodities by such methods as physical counts, random weight checks, rejection of any spoiled commodity.
* Prepare the delivery of goods upon request of the storekeeper against official and approved documentation;
* Participate in periodic physical inventory checks as assigned by the storekeeper;
* Record all commodity receipts, issues and disposals on stack cards;
* Maintain filing systems and archives for swift and easy retrieval of information..

# Computer Operator (Scale B-12)

Family Health Project Sindh World Bank Funded Project (IDA Cr-Pak-22).

Health Department, Government of Sindh, Karachi-Pakistan.

September 1996 to February 2000

Responsibilities

* To give support and work for Procurement, Admin and Accounts department.
* To make detailed accounts statement by using tools of MS Office (Word, PowerPoint & Excel.
* To update monthly progress reports
* Document Managing in Excels, Calculations, Salary Slips etc.
* To prepare bidding documents

# Jr. Production Technician (BPS-05)

IOP (Institute of Optronics) Min. of Defence, Government of Pakistan, Pakistan

August 1992 to July 1996

Duty / Responsibilities:

* Assembled and then conduct tests of complete units and components of night vision devices under operational conditions.
* To investigate design proposals for improving equipment performance or other factors or to obtain data for development, standardization and quality control.
* To install and testify the lenses and batteries in the housing of the equipment’s.
* To do sand blasting tasks of the mechanical assemblies and sub-assemblies of the devices.

# Personals:

Nationality : Pakistani

Languages : English, Urdu and basic Arabic.

Marital Status : Single

**First Name of Application CV No: 412722**

Whatsapp Mobile: +971504753686

