**MOHAMMAD**

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**Career Objectives:**

To work in a competitive and learning environment which will provide me the opportunity to enhance my skills and abilities so that I can better achieve the objectives of the organization I am working for, as well as my objectives.

**Professional Experience:**

**Al Sahraa Holding Group (Abu Dhabi, UAE)**

**(Al Sahraa for Metal Industries LLC)**

(ASMI is a leading company in all kind of structural & nonstructural Metal Works including Laser Cutting, Punching, Bending and Fabrication Works).

**(Tenure: From September 2013 to September 2017)**

In Al Sahraa Metal I have worked as **Asst. Manager HR & Admin** for total 4 years and was reporting directly to Company’s General Manager.

**HR Tasks**

1. Record Keeping and Screening of all received CVs.
2. Conducting interviews.
3. Arrangements & Documentation of New Visas and Renewal of Existing Visas.
4. Handling Hiring & Firing matters.
5. Updating & Keeping the Staff’s data record
6. Taking care of Staff Medical Insurance’s Matters
7. Managing the staff accommodation and Transport System
8. Handling Pay Roll system as well as tracking the attendance record through biometric attendance system.
9. Preparing the quarterly or Yearly report on Staff Performances
10. Arrangements of in-house Meetings and Ceremonies.
11. Coordinating with Factory Forman & Site Supervisors regarding day to day labour issues as well as their duties and camp matters.

**Administration Tasks**

1. Looking after **Factory/Office Administration’s** Issues.
2. **Building Maintenance** (All kind of maintenance issues including paint, electrical, plumbing and sanitation issues).
3. **Security** (Day to day security related queries& tasks).
4. **Transportation** (Handling transportation by coordinating internal staff for material deliveries and pick & drops of Labour and Staff).
5. **Document Controlling** (Taking care of all kind of inward & outward documentation related to projects and Government agencies).
6. **Assets Management** (Keeping & Updating all company’s fixed and no fixed assets data)

**CCA (Chaudhry & Chaudhry Associates)**

(**CCA** is a company deals in Construction, Renovations, Build outs, and General Order Supplies.)

**(Tenure: From June 2010 to July 2013)**

I have been working as **“Operations Head & Partner”** with **CCA** from 2010 to 2013.

**Mobilink**

(An Orascom Telecom Group Egypt) The leading GSM Company of

Pakistan associated with **PMCL** (Pakistan Mobile Communications Limited)

**(Tenure: From May 2006 to June 2010)**

# I have been working with Mobilink as “Regional Assistant Manager Administration”

(Was responsible for the complete Admin & Warehouse Operations as well as Office R&M Services (repair & maintenance of office buildings & office equipment) at Mobilink’s Central Region (Punjab) including to support 4000 internal customers sitting in 50 Mobilink Offices build in 15 cities of Punjab Region)

**Brief detail of Major duties performed but not limited to:**

**Repair & Maintenance of Offices**

Looking after all Repair and maintenance related issues and queries in approx. 50 offices at entire region Including Office R&M furniture R&M and Equipment R&M.

# Assets Management

* Arrangements and providing of all kind furniture and fixture and all office equipment

(AC, FAX, Photo Copier, TV etc.) at entire region.

* Tracking and record keeping of all installed company assets at all 50 offices of entire region.
* Maintenance of all company Assets.

# Warehouse & Supply Chain Management

* In-charge of Regional Admin warehouse.
* Receiving & Issuance of warehouse inventory from central region to other regions.
* Tracking of new and old stock of company assets and inventory stored at warehouse.
* Order making and Procurement Management (key areas are dealing in Material for routine R&M, All office & kitchen equipment, General Supplies, furniture).
* Supply Chain & Distribution Management (Responsible for distribution of good & services for 50 offices at entire in region).

# Invoice Processing & Monitoring of Admin Budget

* Verification of all invoices submitted during the month related to my domain.
* Managing and Responsible for financial budgeting related to office R&M of approx. Rs. 5 million per month.

**Professional Qualifications:**

* **Master** in Economics (in process)
* **B. Com** from Punjab University, Lahore
* **DBA** (Diploma in Business Administration) Punjab Technical Board. Lahore
* **Matriculation**(Science) From Punjab Board of Intermediate and

Secondary Education Lahore

## Computer Course in graphic designing (Corel Draw, Adobe Photo shop)

**Expertise:**

* Command on MS word and Excel
* Latest Computer knowledge
* Inter-personal & Communication Skills
* Database Management Skills
* Time Management
* Negotiation Skills
* Team Management Skills

Personal Information:

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| --- | --- |
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| **Date of Birth:** | 30th October 1979 |
| **Nationality:** | Pakistani |
| **Religion:** | Muslim |
| **Marital Status:** | Married |
|  |  |
| **Visa Status:** | Visit Visa (Expiry in March 2018) |

**Languages:**

English, Urdu, Hindi & Punjabi

**References:**

Will be furnished upon request