SAEED 

**Email ID:** saeed-396787@gulfjobseeker.com

***Career Objective:***

To Orient my Career for a suitable Admin / Managerial / Executive Position in an ambitious, Dynamic and Vibrant Organization Where I can utilize my Experiences, abilities & Skills and grow professionally With the Organization to Enhance Educational & Professional Skills in a Stable and Dynamic Workplace

***Career Summary***

A highly Organized & Consistent Individual and a fully Committed, Capable, Result Oriented and Confident Director / Manager / Administrator who Possesses the required Vision, ability, drive and enthusiasm needed for successful Management with experience of leading high Performance Teams and of successfully increasing efficiency and Productivity whilst reducing costs and inefficiencies.

***Career History:***

***Manager Business Administration & Operations***

in Pakistan *( 01-05-2002 to 31-12-2019 )*

* *Achieved the Prime goal & Objective of Organization to enhance Customer base, Revenue and Profit each Year*
* *Achieved the task to counsel, coach & train more than 200 employees to improve their will, Skill and Performance*
* *Achieved the task to change mindset of more than 100 employees to play their role with Professional Integrity, Team work, Loyalty to the Company and Customer Satisfaction strategy for the growth of Customer Base, Revenue & Profit of Organization*
* Achieved the task of to establish and maintain Office & all Staff Discipline by managing Administrative tasks Professionally to enhance efficiencies & productivity whilst reducing deficiencies, cost and inefficiencies by following major assignments
1. Performed as Head of Business Administration & Operations at District Level
2. Supervised overall Administration, Management, Operations and all other functions of Organization by Smart & Efficient planning, directing, Coordinating and Liaising various departments for smooth Operations
3. Managed Effective Communication & Coordination within Organization and all other Stack holders
4. Managed Effective Coordination & Support in the hiring, Counseling ,Coaching & Training of Staff
5. Managed Skills Program to improve Skills, abilities, Capacity and Performance of Employees.
6. Performed role of Bridge among Employees & Management to resolve disputes on priority
7. Developed Culture of Customer Care by Effective Administrative Procedures and Technology Up gradation
8. Administered Collecting, Organizing and storing information using Computer and filling System.
9. Performed to Undertake Staff Performance reviews and identifying weak areas need to improvement
10. Lead multiple Teams having following functions with fast Track Decision Making & Problems solving strategy.
* General Administration & Management
* Business Administration & Operations Management
* Human Resource Management
* Office & Staff Discipline Management
* Facilities Management
* Accommodation & House Keeping Management
* Planning & Development, Corrective & Preventive Maintenance, Rehabilitation and Upgradation of Telecom Systems and Access Network as per Business requirement
* Projects Support and Resources Management
* Cost Effective Purchase & Procurement Management
* Logistics & Transport Management
* Store & Inventory Management
* Assets & Security Management as well as Coordination of Legal Matters

***Telecom Technician ,***

*Pakistan Telecommunication Company Limited, Pakistan ( 03-09-1995 To 30-04-2002 )*

Telecom Related Technical work at ITMC Karachi Pakistan , Secretariat work and Assistance to Seniors in Administration of Building, Security and Transport matters and preparation of Various reports

***Academic & Professional Qualification***

***NED University of Engineering & Technology Karachi , Pakistan***

Bachelor in Electronics & Communication Engineering (16 Years Education Normally = Master) in A Grade

***Professional Course in Administration, Management and Leadership:***

After Qualifying Competitive written Test & Interview, Selected and participated in **30 Weeks** Professional Training Course Conducted in Telecom Staff College (PTCL) Hari Pur Pakistan in area of Telecom Network / setup Administration &Management, General Administration & Management, Human Resource Management, Customers Relationship Management, Customer care & Public Relations, Employee Relations, Staff Management & Performance Evaluation, Office Management, Secretariat work & Files Management ,Time Management & Multitasking, Leading & Managing teams, Projects Management, Basic Financial Management & Accounting, Procurement, Communication & Coordination within Organization and with Other Government Departments & Agencies, Private Organizations & Companies, Corporate Customers and other stack holders etc and awarded by Certificate after successful completion of said Course.

***Professional Short Trainings, Course, Seminars & Group Discussion Session:***

Participated in more than 20 Short Trainings, Courses, Seminars, Workshops and Group discussion Sessions (1 Day to 6 Days) in Administration, Management, Leadership, Business Acumen and Customer Care & Relationship conducted by PTCL in Various PTCL Training Centers in Islamabad, Lahore & Multan Pakistan and awarded by Certificates.

***IT Skills & Softwares***

* Passed out One Year Diploma in MS Office from Town Skill College Rahim Yar Khan Pakistan
* Aware in use of MS Office Applications, Internet , email, Social Media and **CRM & SAP** softwares

***Professional Membership***

* Registered Life Time Member of Pakistan Engineering Council as a Professional Engineer having Registration No. ***Electro / 5815***
* Registered Member of International Association of Engineers having Member No. **242737**

***Languages:***

English, Urdu, Saraiki, Punjabi