

Uamir Shabbir

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Contact Details # 00 966 50 257 4847

Present Address: Bagdadiya Sharkiya, Jeddah KSA

SUMMARY

Success-driven team player, Works well with marketing, as well as research and development departments. Deep understanding of online media as a driving force behind brand marketing, understanding of the sales funnel process and a willingness to work with team to reach company goals. Seeking a challenging opportunity for optimum utilization of my experience, skills and abilities, resulting in career development and utmost excellence of Organization.

QUALIFICATIONS:

1. Bachelors in Education (B.Ed.) – University of Sargodha, Pakistan
2. Bachelors in Arts (B.A) – Baha Uddin Zakariya University Multan – Pakistan

PROFESSIONAL SKILLS

- Customer services
- MS-Office / ERP / ACONEX
- Team Management and supervision
- Detail-Oriented/ Strategic Planner
- Team worker
- Technical knowledge to handle different types of materials, machineries
- Desktop IT Support
- Computer troubleshooting
- Computer Software Hardware
- Work on different windows/browsers
- honesty, integrity, Pleasing personality
- Operational and Procurement Coordination

PROFESSIONAL EXPERIENCE

Position : Executive Secretary & Coordinator

04/ 2017 - Present

Company : Ahmed Saleh Kaki Sons Company – Jeddah KSA.

- Acting as the point of contact between the executives and internal or external colleagues
- Organizing meetings and booking meeting rooms
- Handling correspondence directed to managers
- Making travel arrangements and detailed travel itineraries
- Taking dictation and minutes and writing them up subsequently
- Producing reports and presentations.
- Maintaining the current filing and database system, and looking for ways to improve current systems.
- Follow office workflow procedures to ensure maximum efficiency
- Maintain files and records with effective filing systems
- Schedule agendas/travel arrangements/appointments etc. for the upper management
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Monitor office expenditures and handle all office contracts (rent, service etc.)
- Perform basic bookkeeping activities and update the accounting system
- Deal with customer complaints or issues.
- Maintain office equipment (ensure copiers are operational and fully stocked with toner, paper, etc.)
- Monitor office supplies inventory and place orders
- Assist in vendor relationship management.
- Coordination with the International Supplier to Support the Procurement Management.
- Looking after of all the Logistic Information, Details & issuing all related documents.
- Generating the Invoiced as per material maintain in the load receipt

- Delivering the goods as per customer's goods receipt system.
- Defining the row and column location for finished goods in warehouse.
- Hiring and Coordinating for All Manpower.
- Working on All Governmental Websites for the issues of Companies and Employees Such as MOI, MOFA, SABER others.

Position : Area & Sales Coordinator

12/2015 -04/2017

Company : MASCO Group of Companies – Jeddah KSA.

- Study the details of each production project and determine its needs in terms of materials and resources.
- Create and maintain interactive overlays added to marketing and advertising display for viewers.
- Create internal and external communications using a variety of communications tools.
- Making RFQ's, Cost Sheets, Quantity Order, and Contract for the Clients.
- Following up the Mix Design of Concrete and Asphalt with the Lab Engineer as per the requirements of the Clients.
- Strongly following up with Clients and the Sales Department for the information and quotations.
- Monitor campaigns and confirm interactive functionality through pre-production and reporting tools.
- Coordinate digital files between various staff members of the Production and Sales team.
- Coordinate with all the foremen and labor about the Production and Quantity of Supplying materials.
- Daily information and reports to the Heads of the Department and Executive Manager regarding the issues, production and other requirements.
- Daily inspection to the Plants of Concrete Ready mix and Asphalt to check the proper work and supply of all crush material.
- Daily based Coordination with the Clients for their demands and requirements for Concrete Ready Mix and Asphalt.
- Complete Coordination with the Suppliers to Supply the Crush Material (like Sand, Bodrah, and Others related materials) from One Point to the Plants for Production.

Position : Departmental Secretary & Site Admin

06/2013 – 12/2015

Company : Drake and Scull Construction KSA

Project Name : LAMAR Towers Jeddah .

- As a Secretary, organized paperwork and other materials as needed for meetings, prepared conferences, travel arrangements and expenses reports.
- Maintained office scheduling and event calendars. Composed, typed, and distributed meeting agendas and minutes, routine correspondences and reports.
- Set up and handled incoming mail and office filing systems.
- Collected and coordinated the flow of internal and external information.
- Established the administrative work procedures for tracking staff's daily tasks.
- Monitored the smooth functioning of the office activities and kept track of the productivity of staff.
- Uploading and downloading all Documents related to Contracts and Engineering.
- Submission of Committed Drawings and Documents on Aconex.
- Corresponding with various departments for the related issues.
- Assist to HOD in preparation of Departmental Activities.
- Handling All Contract and Contact related Details and Documents.
- Assisted the employees in building and maintaining their individual databases. Supervised all administrative personnel with their operational tasks and made recommendations.
- Managing the annual salary review process for the company.
- Promoting equality and diversity in the recruitment process.
- Ensuring that the correct recruitment and selection procedures are adhered to.
- Controlling costs and ensuring that they do not exceed budgets.
- Advising on staff promotions.
- Processing immigration paperwork for work permits.
- Assisting with day-to-day HR related questions.
- Conducting interviews and reference checks on job applicants.
- Keeping up to date with legal developments.
- Investigating disciplinary and grievance matters.

PERSONALITY

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| Conscientious | High energy | Respectful | Hospitable |
| High energy | Infectiously | Polite Curious | Willing power |
| enthusiastic | Presentable | Motivated | Ambitious |

PERSONAL INFORMATION

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|------------------------|----------------|-----------------------|--------------------------------|
| FATHER NAME | Ghulam Shabbir | Iqama Status | Transferable |
| Nationality | Pakistani | Date of Birth | 29 th of April 1987 |
| Passport Number | BR5136442 | Marital Status | Married |