



# Razi Ahmad

Administrator

Father's Name: Ijaz Ahmad  
Date of Birth: 5th January 1994  
Marital Status: Married  
Nationality: Pakistani  
Religion: Islam

## CONTACT



<https://www.linkedin.com/in/razi-ahmad-42851016b/>



Lahore, Pakistan



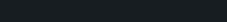


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decent.razi@gmail.com

## SKILLS

Microsoft Word   
Microsoft Excel   
Microsoft Powerpoint 

## OBJECTIVE

Looking for a career oriented environment conducive to learning and development, and also to work and prove my skills by utilizing my potential and strength optimally

## LANGUAGE

English Urdu Punjabi



## EDUCATION

B.COM

2015

University of the Punjab

Bachelor of Commerce

I.COM

2013

BISE Lahore

Intermediate Commerce

Matriculation

2011

BISE Lahore

Science Group



## EXPERIENCE

Administration

Executive June 2015---

Present

**Electrical Engineering Services - Lahore Pakistan**

Worked in HR & Admin department. My duties were

- Meet assigned targets existing, timely updating and maintenance of staff records and documentations.
- Directly report to the manager on daily basis.
- Maintain the report of upcoming projects
- Tender Purchasing & Pursuance
- Prepare customize Profiles and documentation for Pre-Qualifications / Firm Enlistments as per prescribed requirement of clients for
- Company's eligibility to participate in the bidding
- Technical & Financial Quotation Preparation for Tenders
- Pursuance of Tenders and release of Bid Money and Performance Guarantees.
- Arrangements of Purchase Contract / Agreements
- Management of Production Advices for different Production Departments
- Alerts for Contract validity and application of extension
- Document Management, Maintaining Office Records
- Key Contact Person for Customer's feedback and support
- General Letters Writing
- Preparation and Record Keeping of Bill and Sale Tax Invoices
- Petty cash handling
- Petty purchases for office (Admin use)
- Minor Repair & Maintenance (Admin)
- Posting Job Advertisements Online/Newspapers
- Reviewing Resumes and Job Applications as per criteria
- Arrangements of Interviews shortlisted candidates
- Scheduling Job Interviews and Assisting in the Interview Process
- Ensuring New Hiring's Paperwork is Completed
- Compile and Update Employee Records
- Preparing Monthly Employee Evaluation Form
- Any other tasks assigned by Management

## PROFESSIONAL CERTIFICATE

- Microsoft Office (Word, Excel, PowerPoint)
- Software (Windows 7 & 10, Multiples Drivers & Software Installation)
- Internet (Complete Browsing & Exploring Skills)

## PROFESSIONAL SKILLS

Problem Solving  
Multi-Tasking  
Leadership  
Delegating Tasks

Communication Skills  
Systems Administration  
Teamwork  
Time Management