

MUHAMMAD UNEEB

PROJECT COORDINATOR (3 + YEAR EXP)

OBJECTIVE: To join a highly professional team to enhance my knowledge and professional abilities within a dynamic and progressive environment, I am always ready for a challenging job to assess myself as an energetic, enthusiastic and adaptable person. I always have the inspiration to work at the best level of my knowledge and expertise irrespective of the nature of job that provides space for applying knowledge and skills and opportunity for learning.

Professional Experience

1. Company Name	:	Saudi Bin Ladin Group
Category	:	Operation and Maintenance
Project Name	:	Al Salam Royal Palace, Jeddah, KSA
Position	:	Project Coordinator
Duration	:	27 th June 2018 till Date

Duties Responsibilities

- Monitor performance of Key Performance Indicator of all the Department and Initiate corrective action for the non-compliance KPI Points.
- Gather all the Data's, Information, Prepare Monthly and Weekly KPI Reports and submit it to the Client Representative.
- Attend Monthly KPI Performance Meeting with the client along with the Project Management.
- Document all the data, files and Reports related to the Project.
- Collect Invoices of Local Purchase and Prepare Local purchase Report on daily basis.
- Create project accounts in the accounting system
- Maintain project-related records, including contracts and change orders
- Authorize access to project accounts
- Authorize the transfer of expenses into and out of project-related accounts
- Review and approve supplier invoices related to a project
- Review and approve time sheets for work related to a project
- Review and approve overhead charges to be applied to a project
- Review account totals related to project assets and expenses
- Investigate project variances and submit variance reports to management
- Confer with receivables staff regarding unpaid contract billings
- Report on project profitability to management
- Report to management on any opportunities for additional billings

Personal Detail

Date of Birth : June 20st, 1994
Language Known English, Urdu, Arabic
Marital Status : Single
Nationality : Pakistan
Religion : Islam
Passport No : WB9994941

Contact Detail

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Educational Detail

- Matriculation with Commerce from BISE Karachi.
- Intermediate with Commerce from Board of Intermediate Education Mirpurkhas.
- Graduate with Commerce from Sindh University Jamshoro.

Computer Skills

- MS Word, Excel, PowerPoint
- Adobe Photoshop
- Corel Draw
- CRM System Zong CMPAK
- Citrix
- Maximo 7.6
- Oracle SBG-OM
- QMS ISO Standard Training
- (9001 : 2015)

- Facilitate the shipping of products from one destination to another.
- Arrange transportation, schedule staff, and orchestrate deliveries to meet customer demand with little to no delay
- Receives products and coordinates delivery
- Prepares loads for shipment
- Takes steps to avoid quality control issues
- Makes sure warehouse capacity is kept at optimal levels
- Manages activities throughout the order fulfilment and transportation cycle to make sure established deadlines are met
- Oversees inventory of goods and vehicles
- Continually reviews freight costs, transportation rates, and/or the prices of raw materials to keep costs down where possible
- Streamlines shipping and transportation processes
- Placing calls
- Managing budgets and expenditure
- Coordinating meetings
- Taking minutes
- Organizing venues
- Planning projects
- Updating the project calendar
- Creating PowerPoint presentations
- Performing administrative duties
- Tracking projects
- Recommending changes
- Keeping update on compliance regulations
- Hiring contractors and service providers
- Resolving issues related to the project
- Assessing staff performance

2. Company Name : Zong CMPAK
Position : Business Development Specialist
Duration : 1st Feb 2016 to 20st June 2018

Duties Responsibilities

- To maintain infrastructure of the Franchises according to the company policies and standards
- Training and development of FSOs , making sure that franchises are having exclusive FSO force involved into selling of our products
- To get accomplish the Company assigned Targets through Franchises.
- To manage the Retail Sales and Distribution Channel
- To channelize the products and work on retail and Distribution Setup
- To develop the market and ensure the availability of the products.
- Allocation of the POSM (Point of Sales Materials) and ensure the high visibility.
- To coordinate with Sales & Marketing, Distribution, Logistics, Finance, CS Departments.
- To keep the eyes on competitive environment & find out the new markets and opportunities.
- Management of petty cash transactions.
- Controlling credit and ensuring debtors pay on time.
- Reconciliation of direct debits and finance accounts.
- Ensuring all payments amounts & records are accurate.
- Preparation of statutory accounts.
- Working with journals, sales & purchase ledgers and spreadsheets
- Planning and budget control.
- Assisting qualified Accountants with audits.
- Preparation of financial reports.
- Report to Line Manager.

3. Company Name : Ufone
Position : Business Development Officer
Duration : 1st March 2014 to 31st January 2016

Duties Responsibilities

- Ensure good customer retention by providing excellent and professional services.
- Consistently cross sell and upsell group's financial products and services during customer interaction
- Preparation of financial reports.
- Production of profit and loss
- To complete and maintain sales invoices and reports
- Accruals & prepayments
- Preparation of the Accounts Pack for review
- Bank reconciliation, posting and balancing
- Weekly wages, petty cash and other journal posting
- Daily bank receipts postings
- Year budget preparation
- Year end audit analysis
- Set up new suppliers on accounting software
- Reports on debtors and creditors

I hereby declare that the information's furnished above are true to my Knowledge and I will submit all the relevant documents whenever required.

Best Regards,
MUHAMMAD UNEEB