



Muhammad Shamraiz Arshad

Contact No: +966 55 393 4452, Email: cmreez@gmail.com

CAREER SNAPSHOT:

Effective co-ordination & cooperative with working colleagues adapt at gaining cooperation of other, a very good listener, an excellent interpreter, extremely fast thinker, self-motivated and result oriented among other traits.

OBJECTIVE:

Seeking a challenging and growth-oriented position in the field of administration/organization & Procurement, which will fully utilize my professional and organizational skills and offer me the opportunity for merit advancement.

STRENGTHS:

A self-motivated, Extroverts, Self-Confident, Result Oriented, Quick Learner, Ready to accept challenging environment and perform successfully under pressures and deadlines to come out with a fruitful result.

PERSONAL INFORMATION

- Iqama:
- Driving License:
- Nationality:
- DOB:
- Languages:
- Mobile:
- E-Mail:
- **Transferable,**
- Valid driving license from KSA/Pakistan,
- Pakistani,
- 1st of Dec 1980,
- **English, Urdu & Arabic,**
- +966 55393 4452,
- cmreez@gmail.com

EDUCATION:

- **BACHELOR OF ARTS (B.A)**
Economic/ English/ Islamic Study
- **INTERMEDIATE**
Mathematic/ Statistic/ Economic
- **MATRIC**
Mathematic/ Physic/ Chemistry/ Biology
- YEAR 2000.
Punjab University Lahore, Pakistan
- YEAR 1998.
Federal Govt College Sialkot Cantt, Pakistan.
- YEAR 1996.
Education Gujranwala Division, Pakistan

IT CERTIFICATION:

- Microsoft Office - Advance
- Microsoft Project
- AX Dynamics
- Internet & E-mail



**Procurement Coordinator &
Administrative Assistant to G.M**
ENTAJ AL GHAD CO. LTD. (Tema Food KSA)
(www.entajalghad.com)

**Retro:
Feb 2013 to till date**

RESPONSIBILITIES:

Responsible to care for the Procurement, organization & subjective tasks to Support the company G.M.

- Specifically Supportive to G.M. International Procuring Assignment (Raw Material & Spare Parts)
- Monitored the status of the request for proposal, request for information, purchase orders and change orders until rejected, approved or submitted.
- Assured that material/services will be delivered on schedule, at a negotiated price and meet required manufacturing quality standards.
- Negotiated lowest possible cost for material, balanced against optimum quality and schedule needs.
- Coordinated planning and scheduling activities for assigned commodity utilizing advanced planning tools to model, simulate, and release optimized material plans.
- Handle confidential documents ensuring they remain secure.
- Schedule, Contacts, Management Meetings, Process Mapping & Fixative Appointments.
- Prepare monthly report with management, Identify key Issues & follow-up
- Management Reservations (Air Tickets & Hotels), Travel arrangements & Visas.
- Determine matters of top priority and handle accordingly.
- Maintain electronic and paper records ensuring information is organized and easily accessible.
- Conduct research and prepare presentations or reports as assigned.
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)



Administrative Assistant
OZCO - Realizing Opportunities
(www.ozco.com)

**Retro:
May 2007/Jan 2013**

RESPONSIBILITIES:

Responsible to look after the admin, personal and data entry tasks, assist daily assignments, and render other workstation services.

- Determine matters of top priority and handle accordingly.
- Update Schedule (Desktop & Mac Computer), Palm Devise, Contacts & Fixing Appointments.
- Reservations (Air Tickets & Hotels), Travel arrangements & Visas.
- Managing Credit Cards and Personal Accounts.

- Coordinates office management activities.
- Handle confidential documents ensuring they remain secure.
- Maintain electronic and paper records ensuring information is organized and easily accessible.
- Conduct research and prepare presentations or reports as assigned.
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
- Monitor office supplies and negotiate terms with suppliers to ensure the most cost-effective orders.



Asst. to Finance Manager
ECOLOGY & ENVIRONMENT OF SAUDI ARABIA CO. LTD.
(UNCC ENVIRONMENTAL CLAIMS PROJECT)
(ABBAR & ZAINY GROUP)

Retro:
Mar 2003/Apr 2007

RESPONSIBILITIES:

Responsible to look after the finance and personal tasks of the whole project and assist the Finance Manager of Public Health Project over 42 Million Dollars.

- Procession of all incoming correspondence such as regular mail, courier envelops, faxes and e-mail regarding the finance department.
- Receiving Invoices and organizing the Payments.
- Preparing statements of accounts and follow up for the payments

REFERENCES:

Reference will be provided upon request.