

CoverLetter

Dear Sir/Madam,

I have a particular interest in working for your organization and would appreciate being considered as a candidate for employment.

I have done a Master Degree in Economics from University of Peshawar, one of the most reputable universities of Pakistan.

I have almost 8 years' experience with different National & International Organizations. Furthermore, I have worked as a Bank Intern with National Bank of Pakistan for 8 months. My skill set includes Administration, logistics, Finance, Store Keeping, Customer Care, Security, Documentation, Reviews, Updates and maintains proper data gathering and filing. Maintenance of the filing system ensuring safe keeping of confidential materials. I am Multilingual and can speak English, Urdu, Hindi and Pashto. I am hardworking and dependable with a variety of skills and common sense. Currently I am at Dammam Saudi Arabia on a transferable Iqama.

I hope it will be helpful in evaluating my qualifications for a position at your organization. Please feel free to contact me at your earliest convenience to arrange for an interview.

Thank you for your time and consideration.

Sincerely,
Abu Saeed Haider
Cell: 059-4071190
Email: abu.saeed@outlook.com

Curriculum Vitae



AbuSaeedHaider

FatherName:AliHaider
Citizen:Pakistani
Mobile:00966-594071190
Status:TransferableIqama
Email:abu.saeed@outlook.com

Address:
Al-Khobar,Dammam,KSA

OBJECTIVE

Toberesultoriented,innovativeandpursueeachchallengingcareerwithdedicationwhichutilizemyk
 nowledgeandexperienceinaprofessionalenvironmentandcareergrowth.

PERSONAL STRENGTHS

Highlymotivatedwithlotsofdeterminationsforsuccessandtoachievedesiredgoal,disciplin
 etoworkandcapabletoworklonghourandhighlyflexibleandabletoadapttodifferentworkin
 genvironment,Ihavelearnedandmasteredthenatureofmyjob.Iamkeentobetraineditoprogr
 ess,tolearnnewthings,givingmyloyalty,mycommitment,andtocontributeasmuchaspossi
 bletotheorganizationsuccess.

EDUCATION

DEGREE/CERTIFICATE	INSTITUE/UNIVERSITY	GRADE	SESSION
M.ScEconomics	UniversityofPeshawar	First	2009
ComputerDiploma	MasterMindInstituteCharsadda		2010

PROFESSIONAL TRAININGS & CERTIFICATE COURSES

NameofTraining	Institute/Organization	Duration	Venue
	FINNISHREDCROSS	4DAYS	TURKEY,ISTANBUL
PROTECTION	HANDICAPINTERNATIONAL	2DAYS	PESHAWAR,PAKISTAN
STAFFSECURITYTRAINING	IOM	6DAYS	ISLAMABAD,PAKISTAN



TOTAL YEARS OF EXPERIENCE

Having5yearsofprofessionalexperience

WORK EXPERIENCE

Organization	RTGInternationalPakistan
Designation	Admin&DocumentationOfficer
Duration	20thJan,2014to31stDec,2022
Description	<ul style="list-style-type: none"> • EnsurethatallEventManagementrequirementsarefulfilled. • ResponsibletomakeHotelreservationsforalleventsaccordingt herequirementoffocalpersonandavailabilityofbudget • SuperviseandcoordinateallOfficeactivitiesrelatedtoeventman agementandensuret timelydeliveryinthisregard • Ensurethatdailycheckof"buildingmaintenancechecklist",in spectionofbuildingaccordingtoschedule,preparationofcheckl istandensurethatworkhasbeendone • Monitorthecleanlinessoftheofficeandsupervisethedutiesofth ecleanersandtheofficeguards. • Superviseandcoordinateallactivitiesrelatedtologistics,ensure timelydeliveryinthisregard



		<ul style="list-style-type: none"> • Ensure that the vendors are timely approved/re-evaluated by purchase committee according to the requirement. Make sure that disapproved vendors are struck out of approved vendor's list. • Ensure that the Purchase orders are made according to the requirements and proper hard and soft copies are maintained for a record. • Ensure that all supporting documents are available in order to process the bills as required by the quality management system. • Ensure that all invoices/bills are timely processed hence receiving of Bills from vendors, keep records of bills received, complete the required documents, forward to Internal Auditor for payments • Ensure that timely arrangements are made for staff travel, boarding, and lodging and facilitate visa acquisition for official visits of staff outside the country
Organization	Norwegian Refugee Council (NRC) Pakistan	
Designation	Admin & Logistic Assistant	
Duration	28th April, 2012 to 17th Jan, 2014	
Description	 <ul style="list-style-type: none"> • All day to day administrative tasks • Purchasing and maintaining all office supplies. • Responsible for all billing and maintenance related work. • Maintaining the proper working of Generators. • Entertaining all official guests in a professional manner. • Data entry of goods receipt (GRN) • Proper filing is maintained and updated in the MS format for all concerns related to Admin Dept. • Coordinating with all vendors for procurement of all office related things. • Provide office support services in order to ensure efficiency and effectiveness within the office. 	
Organization	Centre of excellence for rural development (CERD)	
Designation	Documentation Officer	
Duration	13th July 2010 to 26th April 2012	
Description	 <p>Collect updated data from warehouse i.e., commodity receiving and dispatching information from the Documentation Officer / Assistant on daily/weekly basis.</p> <ul style="list-style-type: none"> • Collect daily food distribution data for each Distribution Point from the relevant Documentation Officer / Assistants; compile them and submit the same to the Food Security Advisor for his/herr review. • Keep updated all the key personnel on day-to-day distribution plan activities. • Prepare WFP invoices and submit the same to the Food Security Advisor for verification and submission to WFP in a timely manner • Representing CERD in different clusters of UN for coordination purpose. • Coordinate with M&E personnel regarding M&E issues as required. • Perform other official duties as assigned by the supervisor and b 	

by the Senior Managers of the organization

Organization National Bank of Pakistan

Designation Customer Relation Officer

Duration July 2008 to June 2009

Description



- customer care
- account opening
- cheque book issuance
- ATM card issuance
- statement of account
- ATM control
- foreign exchange

- Shelter Construction
- School Construction
- Tube Wells
- Water Pumps
- Proficiency in MS Office.
- Operating system, Windows 98, XP, Windows 7 & Windows Vista.
- Internet and Email system.
- Good Listener
- Good Communication Skills.
- Good Interpersonal Skills.
- Dedicated, hardworking and a quick learner
- Customer Care

LANGUAGE	WRITE	SPEAK	READ
English	Excellent	Excellent	Excellent
Urdu	Excellent	Excellent	Excellent
Hindi	Excellent	Excellent	Excellent
Pashto	Excellent	Excellent	Excellent

References will be provided on demand.