

## Key Objective

Become a key player and drive the organization to success with my dedication and sincerity towards work. Also to put to work all my knowledge, skills and experience beyond that is expected from an experienced professional.

## Skills

- Intensive data analysis and research work capability.
- Extract information related to a topic from raw data to data mining, data mapping and data warehousing.
- Also data tracking and identifying the trends and patterns.
- Strong problem solving skills.
- Strong in mathematics (numerical).
- Excellent English language(R,S,W),
- Data interpretation and presentation skills.
- Proficient IT skills Hardware & Software troubleshooting.
- Microsoft Office, Tally, Peach Tree, Aconex, PMWeb (Dubai).

## Relevant Experience

### Ginnastic Health Center (Wapda Town Lahore)

June 2020 – Till Date

- Business Development/Operations Manager. (Hybrid)
- Silent partner at Ginnastic Health Center.

### Hill International, Oman

Jun 2013 – Jun 2015

- Assistant Director ( International Airport - Muscat-Oman)
- Data Analyst (International Airport - Salalah -Oman)
- Office Manager / Data Analyst (Royal Air Force Base - Adam – Oman)

- Recording office expenditure and managing the budget, organizing the office layout.

- Prepare outgoing confidential letters, destroying extra copies of confidential documents, maintaining confidentiality is one of the key objectives.
- Managing the recruitment of new staff, which sometimes include training and induction
- Maintain Leave, incoming, outgoing correspondence Logs.
- Managing Department Supplies of all sorts.
- Manage and maintain department's asset of all sorts.
- Extend courtesy for helping others in free time.
- Writing reports for senior management and delivering presentation to the client (Ministry of Defence).
- Reviewing and updating health and safety policies.
- Check for procedures being followed.
- Report Directly to project manager.
- Attended training for PMWeb in Dubai. Dec 2014.

### **Cellmec, Bahrain**

Dec 2012 – May 2013

Office Manager

- Communicate and interact to support daily client request or inquiries monitor internal database processes to ensure the complete and accurate delivery of internal and third party content.
- Approve documents prior to issue and ensure a relevant version is available prior to use.
- Control distribution of controlled documents and prevent the unintended use of obsolete documents.
- Register all types of documents being controlled for reference.
- Develop policies in documentation control according to ISO standards.
- Revise and manage different processes as required to ensure timely approvals and distribution.
- Expedite review, signature approval, and release of internally produced documents.
- The processing of electronic files, scanning of document for recording into the Electronic Document Management System.
- Supervise the maintenance of the project filing system assuring that documentation is securely filed and ensure quick and easy location and retrieval of information.
- Assist to create and organize an effective and fully functional data control system.
- Advise management in regard to ideas that will work in continual improvement of the document/data controlling procedures.

### **Zamtas International,**

Feb-2012 - Nov-2012

Admin Assistant

- Responsible for controlling data related documentation in all projects.
- Backup document files on a regular basis. Also revise and update controlled documents.

- Cross reference documents to comprehensively search for all instances of a specific nature.
- Handle requests for information and processing of data.
- Built data input design and data collection.
- Managed database design and maintenance confidentiality of data.
- Data Entry of In carry/dispatch/Updating Contracts/ Bill details. (PO's).
- Support and coordinates with discipline of administration and control.
- Maintain a hard copy for the master file in department's database.

### **AZRA R&D, Pakistan**

July-2011 - Oct-2011

Data Analyst (Internship)

- Research trends in cereal consumption in the State.
- Collect, build and analyze data.
- Preparation and handling of research documents.
- Participate in team meetings and brainstorming sessions.

## **Education**

**Queensland Institute of Business & Technology, Brisbane, Australia.**

*Diploma of Commerce*

**Griffith University, Gold Coast- Australia.**

*B.Sc in Finance*

**National College of Business Administration, Pakistan.**

*Bachelors of Business Administration.*

*(Continuation of the BSc Finance Program)*

## **Hobbies and Interests**

Motor Sport, Movies, Friends, Good Food, Socializing, Staying Healthy.

## **References**

References are available upon request.