

# SYED ALI HAIDER

Cell : +92-331- 3426113  
+92-333-2091696

E-mail : Syedalil696@gmail.com

Add. : House No.114 Sheet 5, Model Colony, Malir, Karachi



## : PROFILE:

Possess strong communication skills, motivated, confident, ability to work under pressure and interact with cross-functional departments. Have experience in Government & Private Sector. Seeking role of Better Designation, increased responsibilities and authorities.

## Experience

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### **Administration Officer**

(August 2017 to till date)

**Rehmpack (Pvt) Ltd -Port Qasim**

#### **Responsibilities:**

- Strong implementation on security policies of plant and office premises.
- Coordinate with BQATI (Bin Qasim Association of Trade & Industry) and Port Qasim Authorities regarding Company concerns.
- Look after all administrative issues while installation of New Plant and Chiller.
- Staff and labor transportation arrangement.
- Arrange lunch & dinner for staff and labor.
- Keep update vehicles log books.
- High Standard Housekeeping at Flexo & Offset Production Area, Power House, Chiller House, Warehouse, Raw Material, Cafeterias and Office blocks.
- Staff and labor enrollment in factory and keep update HR department.
- Ensure that staff monthly salaries, overtimes and allowances are prepared in time and forwarded to head office for payroll operations.
- Handle Petty Cash and keep update the record for Finance and Administration department.
- Smoothly and efficient dispose of waste material and keep update sold waste material record.
- Handle the annual inspections and audits of ISO and Multinational clients.
- Look after foreigner's guests and arrange lunch, conveyance and other facilities.
- Generating Delivery Notes and Gate Passes on ERP.
- Arrange transport for Dispatch operations and compliance of dispatch documentation.
- Coordination with vendors and transporters regarding timely delivery and dispatches.
- Make and Keep update contractual and Administrative operations documents.
- Making report of daily CCTV operations and closely monitoring violation of SOP's or other illegal activity at plant and make Daily CCTV report for directors.
- Make Daily Gate Pass summary report on ERP for board of directors.
- Responsible to directly report manager administration.
- Maintenance of factory, supervise civil work, get quotations and purchasing from market for factory and plant.
- Verification of monthly billing of transporters, vendors, Contractors and coordinate with finance department.
- Assist Manager Administration in making monthly and yearly budget.
- Assistant Manager Administration for making SOP's.

## **Office Assistant**

(August 2012 to February 2017)

**Directorate Local Government Karachi Division, Union Council-5 New Karachi Town**

### **Responsibilities:**

- Create and Maintain Marriage certificates, Birth certificates, and Divorce certificates on NADRA Software system.
- Maintaining Documents, Record keeping, Prepare, compile and sort documents for data entry.
- Confidential Mails, Quotations, Monthly Billing, other expenses and salaries Record maintaining on MS Excel.
- Coordination with the WHO-supported Union Council Polio Worker (UCPW), ensure communication and social mobilization planning is included in UC micro plans of the highest quality.
- Conducting Town meetings.
- Meeting with public regarding complains in the Town in a professional and friendly manner.
- Specialization in Handling Back Office Operations, Inter-Office Correspondence.
- Answer general phone inquiries using a professional and courteous manner.
- Contributes to team effort by accomplishing related results as needed.

## **Procurement & Logistics Internship**

(July 2014 to Sept 2014)

**Marie Stopes Society, (MN) NGO**

### **Responsibilities:**

- Meeting with Vendors, Follow up with vendors for (RFQ) s, Timely delivery extensions Follow-ups with internal and external departments within the organization.
- Creation of Purchase orders, Creation of comparative sheets, Created turn around days of last year purchase orders of the organization, consolidated purchase orders of previous one year for Access on MS Excel.
- GRN record building on MS Excel.
- Review and Compliance of documents, Maintaining Documents & Maintaining Record for External Audit.

## ***Academics***

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### **Bachelor of Commerce**

University of Karachi

## ***Skills & Certification***

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- Microsoft Office
- ERP
- In-Page
- Peachtree Accounting Software
- Internet Searching, Email, Windows and Other Software/Drivers Installation
- Air Ticketing & Traffic Course from PTC (Pakistan International Airline Training Centre) with A+ Grade
- Fire & Safety, used for F/F equipment from Karachi Export Processing Zone Authority (KEPZ)

## ***Reference***

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To be furnished upon request.