



ATIF NASIM

CONTACT

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EDUCATION

-  Masters
International Relationships
 -  Graduation
Bachelor's in Business
Administration (BBA)

SKILLS

-  Proven administrative management experience
 -  Project Management
 -  Strong Leadership
 -  Decision Making
 -  Command on MS Office

ABOUT ME

Dedicated and driven professional with a strong work ethic, effective communication skills, and a passion for success. Proven experience in administrative management and track record of delivering exceptional results and collaborating with others to achieve common goals.

WORK EXPERIENCE

Manager Admin & Procurement 2023 -
Facon Traders

Team Leadership and Development:

- Directed daily administrative operations including facility upkeep, office logistics, maintenance coordination, and resource allocation to ensure smooth functioning.

Policy Implementation & Compliance:

- Developed, implemented, and monitored administrative policies, SOPs, and compliance procedures to align with organizational standards and legal requirements.

Team Leadership & Operational Support

- Supervised administrative staff, coordinated cross-departmental support, and optimized workflow processes to improve overall efficiency and service quality.

Procurement Strategy

- Managed the end-to-end procurement process, including sourcing, negotiation, purchase orders, and supplier relationships. Prepared and submitted tender documents, ensuring timely delivery with quality standards.

Budgeting/Cost Optimization & Vendor Management

- Monitored inventory, controlled budgets, and implemented vendor evaluation systems to reduce costs and enhance efficiency.

Manager Admin 2022 - 2023

Blue Moon Enterprises

Team Leadership and Development:

- Lead and guide the administrative team to achieve goals.
- Conduct performance evaluations and facilitate professional development.

Facility Management:

- Manage office premises for safety and efficiency.
- Coordinate with vendors for facility-related needs.

Administrative Processes:

- Develop and enforce standardized procedures and policies.
- Optimize office operations for efficiency and cost-effectiveness

Budget Management:

- Develop and manage the administrative budget.
- Ensure resource allocation aligns with budget constraints.

Procurement and Inventory:

- Oversee procurement of supplies and services.
- Manage inventory levels and procurement.

Communication and Coordination:

- Serve as a liaison between departments.
- Coordinate with stakeholders for project execution.

Recordkeeping and Documentation:

- Maintain accurate and organized records.
- Develop a comprehensive filing system for easy access

Project Manager 2019 - 2022

Ammar Group of Companies

- Managed multiple construction projects simultaneously to meet timelines, budget, and quality standards.
- Coordinated with architects, engineers, contractors, and vendors to ensure compliance with specifications and requirements.
- Led project teams and negotiated contracts with vendors and contractors to optimize investments.
- Monitored safety protocols and procedures to ensure compliance with regulations and standards.
- Analyzed project outcomes and implemented improvements for future projects.

Manager Admin

2012 – 2019

ELITE CC

- Supervise, train, and evaluate administrative staff to maintain a high standard of performance and adherence to company policies.
- Identify areas for improvement and implement efficient administrative processes to enhance productivity and reduce operational costs.
- Manage procurement, facility maintenance, and supplies to ensure smooth operations.
- Maintain accurate documentation and records related to employee attendance, leave, and compliance with legal and regulatory requirements.
- Develop and monitor budgets for administrative functions, tracking expenditures and optimizing resource allocation.
- Facilitate effective communication and collaboration between various departments to ensure seamless operations.
- Plan and organize company events, meetings, and employee engagement initiatives to boost team morale and foster a positive work culture.
- Enforce health, safety, and environmental regulations to maintain a secure and compliant work environment.

Assistant Manager

2004 – 2008

Administrator

2008 – 2012

The Vision School

- Managed day-to-day operations of the school, including staff, budgets, and policies.
- Built relationships with stakeholders and collaborated to improve the school.
- Evaluated and coached staff to improve their performance.
- Led technology integration and extracurricular programs.
- Analyzed data and provided leadership for positive change.
- Developed and monitored the school's budget, including allocating funds to support educational programs and managing expenses to ensure that the school remained within budget constraints.