





ATIF NASIM

CONTACT


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 A-24, Aligarh Society,
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EDUCATION

 Masters
International Relationship

 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
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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.
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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.