

MUHAMMAD ZAEEM AHMER S/o Abdul Samad
Flat No. # AA-204 2nd floor, Block-2, Maria Apartments,
North Karachi.
Mobile No. +92346-2206569 Email: berlizdon@hotmail.com

CAREER OBJECTIVES:

Seeking a career in a progressive organization where my educational background and my professional experience can be effectively utilized, and my abilities can be applied for personal and professional growth.

PROFESSIONAL EXPERIENCE:

Last working in Medics Laboratories (Pvt) Ltd. as Office Administrator & PA to CEO from Apr-2015 to Sep-2021.

I was working as PA to CEO in Alvi Petroleum from Oct-2014 to Feb-2015.

I worked as a Cash Officer in Tameer Bank (Taisar Town) Branch from Apr 2014 to June 2014.

I was working as Admin/HR Officer in HUB Leather from Feb 2013 to Sep 2013.

I worked as Outlet Manager in Studio Empoli from Mar 2012 to Jan 2013.

I was working as an Export Assistant of M/s Tulip Towel Industry (Pvt.) Limited from Dec 2008 to Aug 2010.

I worked as PA of Finishing Manager of M/s Siddique Sons (Pvt.) Limited from Feb 2006 to Nov 2008.

MAJOR RESPONSIBILITIES IN MEDICS LABORATORIES (As Office Administrator):

Attend visitors of the management and meet them on their behalf.

Maintain attendance & Leaves reports of all janitorial staff.

Manage company drivers and track the maintenance record of all vehicles.

Look after the responsibilities of guards and manage their duties according to their shifts

Mail handling, courier dispatch and tracking of packages & shipment.

Create draft letters, emails and correspond internally and externally.

Check bills and statements as and when required & make reports for the directors.

Make flight and accommodation arrangements of all executives including management of the company.

Arrange all quarterly meetings with sales staff and also annual sales conferences.

Keep all records, files & documents updated.

MAJOR RESPONSIBILITIES IN ALVI PETROLEUM:

Attend visitors of the CEO and meet them on CEO behalf.

Maintain attendance & Leaves reports manually on a daily basis.

Mail handling, courier dispatch and tracking of packages & shipment.

Create draft letters, emails and correspond internally and externally.

Check bills and statements as and when required & make reports for the CEO.

Make arrangements for the flight for the CEO after contacting the travel agent.

Keep all records, files & documents updated.

MAJOR RESPONSIBILITIES IN HUB LEATHER:

Attend phone calls, visitors and provide related reports to concerned persons.

Maintain attendance & Leaves reports manually & through software and provide daily & monthly reports as and when required.

Mail handling, courier dispatch and tracking of packages & shipment.

Create reports, draft letters, emails and correspond internally and externally. Monitor telephone & fax lines and provide daily status reports.

Handover payment cheques to vendors/parties and take proof of receiving. Check vouchers, bills and statements as and when required.

Prepare (for new appointments) and maintain personal files of office staff securely. Keep all records, files & documents updated.

MAJOR RESPONSIBILITIES IN STUDIO EMPOLI:

Maintain sales and try to increase day by day.

Maintain expenses and keep on record.

Prepare daily reports and take follow-up on office instructions

Established communicational skills by interacting with Customers in a friendly manner.

Communicate with other outlets & customers to give better customer support. To do email and keep the record.

MAJOR RESPONSIBILITIES IN TULIP TOWEL INDUSTRY:

To prepare and compile the invoice & packing list.

To prepare E forms, B/L formats, bank documents, party documents.

To prepare Freight Requests as well as payments follow up.

To work on Import & Export documents.

MAJOR RESPONSIBILITIES IN SIDDIQSONS:

To maintain the office record.

To prepare and compile the production reports of the department.

To keep the record straight and forward of the office equipment.

To do e-mail and fax and keep the record.

ACADEMIC QUALIFICATION:

B.A from Allama Iqbal University.

HSC (Arts) from board of Intermediate Education Karachi.

SSC (Science) from board of Secondary Education Karachi.

COMPUTER SKILLS:

Microsoft Word

Microsoft Excel

Microsoft Powerpoint

Internet

Diploma in Oracle 8i

PERSONAL INFORMATION:

Date of Birth: 9th May 1982

Place of Birth: Karachi

N.I.C: 42101-6613936-9

Religion: Islam

Marital Status: Married