

Qaiser Raza

S/o Roshan Ali

CONTACT

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Shahrah-e-Quadeen,
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KEY SKILLS

- Honesty, integrity and high sense of responsibility.
- Strong interpersonal, coordination and communication skills.
- Ability to carry out tasks efficiently and effectively under pressure.
- Result oriented with planning, organizational and implementation skills.
- Ability to prioritize, multi-task and meet deadlines.
- Highly motivated, reliable, confident, and committed worker.
- Strong analytical and problem-solving skills.
- Quick learning skills with always willing to learn advance technology and latest software's.

ABOUT ME

Versatile Administrative Manager who applies exceptional organizational skills while overseeing both smaller and larger administrative teams. Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions. Resourceful in the completion of projects, effective at multi-tasking.

"Core Competencies"

Result Oriented | Analytical Thinking | Communication | Conflict Resolution | Management Excellence Decision Making | Dealing with Difficult Situations
Interpersonal Relations | Change Management & Leadership

WORK EXPERIENCE

Senior Administration Officer

UNIQUE LABELS, KARACHI PAKISTAN
Jan 2011 – Present

Key Responsibilities:

- Supervising day-to-day operations of the administrative department and staff members.
- Hiring, training, evaluating employees and taking corrective action when necessary.
- Developing, reviewing, improving administrative systems, policies, and procedures.
- Ensure that conference rooms, meeting rooms and reception areas are ready for meetings.
- Oversee the preparation, analysis, negotiation, and review of contracts related to purchasing materials, supplies, products, or services.
- Provide or oversee centralized operations and procedures of services for the agency.
- Manage the organization's office and storage space. Work as liaison with various vendors, providing maintenance, security and other occupancy services, recycling, event planning & renovations etc.
- Work with management team and staff to update and maintain the same.
- Responsible of all printing materials (Brochure, Leaflet & Banners)
- Look after janitorial staff, technicians and mechanics regarding their hirings.

COMPUTER SKILLS

- M.S Office
- Internet Surfing

LANGUAGES

- Urdu
- English
- Gujrati

EDUCATIONAL BACKGROUND

MBA (Human Resource Management)

KASBIT, KARACHI PAKISTAN

MA (International Relations)

KARACHI UNIVERSITY, KARACHI PAKISTAN

REFERENCES

Available on request.