



## Syed Rabi Shad

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### CARRER OBOECTIVE

Career in an organization that offers long term growth prospective to set the standards of excellence through leadership, innovation and professionalism in whatever I do.

### KEY SKILLS

- Facility Management
- Internal Controls
- Time Management
- Project Management
- Negotiation Skills
- Communication Skills
- Administration
- Strong Interpersonal Skills
- People & Event Management

### PROFESSIONAL EXPERIENCE

#### Bayut.com - (a UAE Base Companies)



Type	Leading UAE property portal (Real Estate)
Designation	Manager Administration
Tenure	August 2018 to Present
Reporting	Head of Operation - UAE
Brief job Description	<ul style="list-style-type: none"> <li>▪ Improve processes and policies, manage administrative staff, and lead long term organizational planning. And ensure to Implement office guidelines and monitor its compliance.</li> <li>▪ Manages daily office operations, negotiates contracts, manages vendor relationships, develops and oversees office standard operating procedures.</li> <li>▪ Provide regular reporting to Workplace Manager though regular review and analysis of office performance in the assigned portfolio.</li> <li>▪ With the management, updates and implements development strategy, oversees individual solicitation leads and processes, as agreed with the management.</li> <li>▪ Demonstrated ability to think strategically when planning, managing teams, and managing processes.</li> <li>▪ Oversees the organization's human resources requirements; including employee on-boarding, managing and administering health and other employee benefits, maintaining personnel records, monitoring insurance coverage and ensuring that personnel policies are up-to-date.</li> <li>▪ Create and maintain a pleasant work environment, ensuring high levels of organizational effectiveness, communication and safety.</li> <li>▪ Manage budges for office, kitchen supplies other office expenditure and ensure cost – effectiveness.</li> <li>▪ Ensuring office is stocked with necessary supplies and all equipment is working and properly maintained with attention to budgetary constraints.</li> <li>▪ Responsible for the fleet management, security management, mess management.</li> <li>▪ Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.</li> <li>▪ Manage Administrative Staff: including front of office, and travel coordination.</li> <li>▪ Excellent communication and customer service skills, which enable successful collaboration with executive level stakeholders internally and externally.</li> <li>▪ Building repair, maintenance and repairing of office premises and equipment.</li> <li>▪ Sound judgment, problem solving, leadership, and collaboration in selecting methods and techniques for obtaining solutions to problems.</li> <li>▪ Proven leadership skills, executive presence, maturity, emotional intelligence.</li> <li>▪ Ability to work effectively with cross-functional teams.</li> </ul>

## FedEx Express - (a Non-Listed Multi-National Companies)



<b>Type</b>	Service Providing (VISA Application and International Courier Services)
<b>Designation</b>	Deputy Manager Administration & Fleet
<b>Tenure</b>	February 2017 to July 2018
<b>Reporting</b>	Manager Administration
<b>Brief job Description</b>	<ul style="list-style-type: none"> <li>To assist Administration Manager to developing strategies, policies for comprehensive management of administration function.</li> <li>Planning and coordination of activities by working with department.</li> <li>Do correspondence where appropriate to ensure that all issues are dealt efficiently.</li> <li>To manage for travelling order for senior management, guest, delegation, foreign client's etc as per company policy after approval of the competent authority.</li> <li>Making travel arrangements tracking internal requests. Transportations, accommodations, hotel reservation and other travel services.</li> <li>Develop and implement standard operational standards to maintain vehicles by advocating best practices in industry.</li> <li>To manage vehicle Fleet and drivers including timely routine and emergency of the pool vehicle as per company policy/recommended standard. To assign responsibilities to drivers on continuous basis for protocol and office duties.</li> <li>Coordinate, administer and monitor the maintenance, repair, replacement and logistics of company vehicles, and ensure preventive maintenance programs are carried out as per schedule and monitor post repair performance</li> <li>Dealing with Excise office for new vehicle registration or legal Tax matters, DMC for permission of moving advertising, Vehicle insurance and installation of tracker etc.</li> <li>Manage employee Fleet card expense reports, including verification of expenses and process bills.</li> <li>Supports vehicle safety and regulatory compliance by conducting facility audits, following up on issues, and coordinating safety and regulatory training.</li> <li>To manage housekeeping, janitorial, hygiene, electrical and mechanical, sanitary and lumbering, space management, minor repair (Carpentry, masonry, furniture and painting etc.)</li> <li>Performing other duties as requested by management with especially for Event management, annual staff picnic, meetings arrangement etc.</li> <li>Coordinate all office functions including training, personnel, purchase, equipment maintenance, repairs and renovations.</li> <li>Supervise and capacity building of staff to perform their duties efficiently &amp; professionally.</li> <li>Prepares reports, SOP's, presentations, memo's, proposals and correspondence.</li> </ul>

## Omni Group of Companies - (a conglomerate of Listed & Non-Listed Companies)



<b>Type</b>	Manufacturing (Sugar, Cement and Automobile)
<b>Designation</b>	Group Assistant Manager Administration & Procurement
<b>Tenure</b>	February 2012 to January 2017
<b>Reporting</b>	Group Manager Administration and Procurement
<b>Brief job Description</b>	<ul style="list-style-type: none"> <li>To assist the Group Manager Administration &amp; Procurement in developing strategies for comprehensive management of administration and procurement function.</li> <li>Planning and coordination of activities by working with departmental heads.</li> <li>To take care of reimbursement claims of personnel by proper checking of Travelling, Conveyance, Telephone/Mobile Phone Expenses bills etc., to ensure control and timely payment of the same after approval of the competent authority.</li> <li>To manage employee expense reports, including verification of expenses and reimbursement.</li> <li>To keep details of all petty cash expenses with proper approvals from CEO and/or MD.</li> <li>Responsible to manage office supplies by identifying needs for Head Office, Sites Mills, and kitchen.</li> <li>Responsible to procure printed materials and forms by obtaining requirements; negotiating price, quality, and delivery, approving invoices for Head Office and Site Mills.</li> <li>Do correspondence where appropriate to ensure that all issues are dealt efficiently. Coordination and communication with Utility providing Companies.</li> <li>Performing other duties as requested by management with regard disposal/sales arrangement</li> </ul>

	<p><i>of scrap material and vehicles.</i></p> <ul style="list-style-type: none"> <li>▪ <i>Supervision and preparation of vehicles lease extension/lease termination notices, when required.</i></li> <li>▪ <i>To manage vehicle fleet and drivers (Admin &amp; Technical) including timely routine and emergency of the pool vehicles as per company policy/recommended standards. To assign responsibilities to drivers on continuous basis for protocol and office duties.</i></li> <li>▪ <i>To maintain and manage, fire detection / suppression systems, housekeeping, pest control, hygiene, electrical and mechanical, sanitary and plumbing, space management, minor repairs (Carpentry, masonry, furniture, painting etc.).</i></li> <li>▪ <i>Overall supervision of security affairs by developing and reviewing appropriate security. Ensuring that all security management plans are relevant and constantly updated as appropriate.</i></li> </ul>
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### **Aisha Steel Mills Limited - (a Listed Group Company of Arif Habib Group)**



<b>Type</b>	Manufacturing (Manufacturer of flat steel products "Cold Rolled Sheets")
<b>Designation</b>	Assistant Manager Finance/Corporate & Secretarial Compliance
<b>Tenure</b>	January 2011 to December 2011
<b>Reporting</b>	Chief Financial Officer & Company Secretary
<b>Brief job Description</b>	<ul style="list-style-type: none"> <li>▪ <i>Preparation/Compilation of Periodic Management Reports with Variance Reporting.</i></li> <li>▪ <i>General Accounts Maintenance &amp; closing of accounts on monthly basis.</i></li> <li>▪ <i>Receivables Accounting.</i></li> <li>▪ <i>Maintenance of Fixed Assets Register.</i></li> <li>▪ <i>Payable Management &amp; Inventory Control.</i></li> <li>▪ <i>Co-ordination with external &amp; internal auditors during the course of annual audit and half yearly review.</i></li> <li>▪ <i>To assist in preparation of Board Papers including agenda of the meeting.</i></li> <li>▪ <i>To assist in preparation of minutes of meetings of Board and Other Committees.</i></li> <li>▪ <i>To assist in transmission of Board's approved financial results and other material/price sensitive information to the Pakistan Stock Exchange (PSX) and SECP.</i></li> <li>▪ <i>To assist in ensuring compliance of the check lists with the statute, ordinance, rules and regulations applicable on a listed company.</i></li> <li>▪ <i>To prepare and file all statutory returns of the Company with the relevant regulators.</i></li> </ul>

### **Pak Shaheen Container Services (Pvt.) Ltd. - (a Group Company of Pak Shaheen Group)**

<b>Type</b>	Services (Off-dock Container Freight Services)
<b>Designation</b>	Internee (Internship at Finance/Accounts Department)
<b>Tenure</b>	September 2010 to November 2010
<b>Reporting</b>	Chief Financial Officer & Company Secretary
<b>Brief job Description</b>	<ul style="list-style-type: none"> <li>▪ Maintaining records of all FBR challans.</li> <li>▪ Reconciliation of Accounts.</li> <li>▪ Maintaining of corporate files with vouchers, receipts etc.</li> <li>▪ Making of ledger through company server.</li> <li>▪ Perform duties assigned by immediate supervisor.</li> <li>▪ Filing and safekeeping of all related documents.</li> </ul>

### **Jallis Ahmed & Company, Chartered Accountants**

<b>Type</b>	Services (An Auditing Firm)
<b>Designation</b>	Internee (Internship in Audit Department)
<b>Tenure</b>	January 2005 to June 2005
<b>Reporting</b>	Audit Supervisor

**PROFESSIONAL AND ACADEMIC QUALIFICATION**

Particulars	Board / University	Year
MBA (Major in Finance)	University of Karachi	2012
BCOM	University of Karachi	2005
ICOM	Intermediate Board of Karachi	2002
MATRIC	Secondary Board of Karachi	2000

<b>SKILLS / STRENGTH</b>	<ul style="list-style-type: none"><li>▪ <i>Enthusiastic and highly motivated self -starter.</i></li><li>▪ <i>Ambitious and efficient and like to do my assignment with eagerness.</i></li><li>▪ <i>Interact with people and believe in team work.</i></li><li>▪ <i>Proficient in written and verbal communication in English.</i></li><li>▪ <i>Leadership skills with proven ability to build, coordinate, and motivate teams to meet pre-defined targets and goals.</i></li><li>▪ <i>Excellent event management skills- organized numerous successful events during university life &amp; thereafter at work place.</i></li><li>▪ <i>Able to work closely with colleagues and stakeholders, handle their concerns diplomatically, and gain their trust.</i></li><li>▪ <i>Highly proficient at juggling multiple tasks and responsibilities often in the context of competing priorities.</i></li></ul>
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<b>COMPUTER LITERACY</b>	<ul style="list-style-type: none"><li>▪ <i>MS Office Professional including MS Word, Excel, Power Point &amp; Access.</i></li><li>▪ <i>Sage 300 &amp; JEFFI – Bayut.com / Zameen Media (Pvt) Limited support software.</i></li><li>▪ <i>Oracle – FedEx Express / Gerry’s International support software.</i></li><li>▪ <i>CIS &amp; ERP System – Omni Group of Companies Support Software.</i></li><li>▪ <i>ERManager – Aisha Steel Mills (Pvt) Limited Support Software.</i></li><li>▪ <i>Sidat Hyder Financials - Pak Shaheen Container Service Support Software.</i></li></ul>
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<b>ACHIEVEMENT</b>	<ul style="list-style-type: none"><li>▪ <i>Awarded as Employee of the Quarter 2017 in FedEx Express.</i></li></ul>
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<b>EXTRA- CURRICULAR</b>	<ul style="list-style-type: none"><li>▪ <i>Teaching Commerce students in colleges, coaching Centers &amp; private group tuitions.</i></li><li>▪ <i>Play cricket, swimming and work out.</i></li></ul>
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<b>PERSONAL</b> <i>Marital Status</i> <i>Date and place of Birth:</i> <i>Nationality:</i> <i>Gender:</i>	Married April 18, 1982 - Karachi Pakistani Male
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<b>REFERENCE</b>	Will be made available upon request
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