

# SALEEM AHMED s/o ABDUL SAMAD

Married (Parents, Spouse & 4 kids)

D.O.B: 12 Dec 1974

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## Personal Statement

I am seeking a challenging & deserving position in a well reputed organization. I have much experienced in providing secretarial, administrative, planning, operations, maintenance, logistic, budget handling, security, communication, coordination, supervision, excellent problem solving, adoptable any environment, self-directed professional who can successfully communicate at all levels.

## ACADEMIC / PROFESSIONAL QUALIFICATION

- MBA (Appeared)
- B. com (Karachi University)
- Inter Science ( BIEK)
- Matric Science (BSEK)
- Diploma in Computer Science ( SBTE)
- F & B Management Course (PITHAM)

## EMPLOYMENT HISTORY

- ❖ May 2016 - Present as “Asst. Manager Admin” in AMNA INDUSTRIES (PVT) LTD.
- ❖ Oct 2013 – Feb 2016 as “Admin Officer” in Trans world Associates (Pvt) Ltd.
- ❖ 2009 – 2013 “Admin Management” in Capita Air (Durban, South Africa).
- ❖ 2003 – 2009 “Admin Management” in Alina Linen, (Pietermaritzburg, South Africa).
- ❖ 2000 – 2003 “Admin Assistant” in SanPak Engineering (Pvt) Ltd, Karachi, Pakistani.
- ❖ 1998 – 2000 “Computer Operator” in Saco Traders (Pvt) Ltd, Karachi, Pakistan.

## SKILLS / COMPETENCIES:

- ❖ Good Communication & Interpersonal skills.
- ❖ Good Supervision and Delegation skills.
- ❖ Ability to take decisions.
- ❖ Good Computer skills.
- ❖ Good knowledge of ISO quality management systems.
- ❖ Have high degree of patience and understanding.
- ❖ Good English & Urdu Speaking, Reading and Written.
- ❖ Willing to travel for trainings, meetings and assignments and office visits.
- ❖ Available to work at weekends in emergencies or as and when required.
- ❖ Willing to take additional official tasks as and when required

## REFERENCE

- |  |             |
|--|-------------|
| ❖ Mr. Kaleem Qureshi (Chief Engineer in AMNA Industries) | 03018230277 |
| ❖ Mr. Shahid Siddique (FDO in AMNA Industries)           | 03152181633 |
| ❖ Mr. Amir Baig (Friend)                                 | 03333535746 |

## **JOB RESPONSIBILITY (Current & Previous)**

### **1. Monitoring and Supervision:**

#### **Operations:**

- Ensure that duties are properly assigned to drivers.
- Ensure Vehicles are in good condition.
- Ensure repair and maintenance of vehicle.
- Ensure that files are up to date.
- Ensure adequate supply of stationery and equipment.
- Ensure that staff air and field travel bookings are done as per requirement.
- Ensure that all godowns are up to date after arrival, dispatched and consumed of goods.
- Keep maintaining records of goods by daily and monthly reports as per requirements.

#### **Office & Staff House Management:**

- Supervision and checking the cleanliness of Office & Staff Houses.
- Control over all keys of office and staff houses.
- Ensure proper discipline of house keeper.
- Ensure property, facilities and equipment remain in good repair and appearance.
- Maintain a clean and attractive office including floors, windows, walls, desks and files.
- Make recommendations on replacement, additions or deletions of facilities.
- Decoration of Office & Staff Houses.

#### **Staff Insurance:**

- Facilitate Insurance Claims.
- Ensure Staff Travel Insurance & Equipment Insurance.
- Ensure that the above status is updated monthly.

#### **Office & Staff House Maintenance:**

- Ensure repair and maintenance of Office & Staff Houses.
- Equipment Checking and Inventory.
- Ensure the equipment's are maintained and serviced such as; Air Conditioners, Generators, PABX, FAX, Photocopier and Fire Extinguisher.
- Contracts and Service agreements are updated for the above.
- Other task related to office repairs and maintenance.
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### **2. Budget Handling, Payment of Expenses and Petty Cash Management:**

- Prepare the monthly and annual budget requirement for office, for communications and utilities.
- Coordinate with programs and others to obtain budgets and ensure bills are submitted timely to finance department.
- Management of budget for office.
- Allocation of budget.
- Processing of invoices for Payments
- Disbursement of Petty Cash.

### **3. Communication and Coordination:**

- Facilitate Individual meetings, Staff meetings and Managers meetings.
- Facilitate staff orientation, Introduce to staff & Office tour.
- Liaison with other locations
- Update staff on operations work.
- Coordinate and communicate with IT Officer to ensure that IT support & other administrative tasks (Fixed Assets, Security equipment etc.) are being done as per policies & procedures.

### **4. Security**

- Coordination with Office Managers and Security Manager, etc.
- Focal person for sending security alerts and updates to staff (sms, emails and briefing staff on security protocols).
- Coordinate with staff via sms and phone during field travel.
- Security Orientation to staff and visitors.
- Ensure all security systems and installations are maintained and functional at all times, such as Emergency Exits checking, CCTV and alarms & panic switch, smoke detectors, Fire Extinguishers, first aid, emergency travel bags for field.
- Liaison with Tracker Company for vehicle movements and password.
- Supervision of security guards, escort and watchmen.
- Conducting surprise visit to the office during weekend and holidays.

### **5. Operations Systems and Audits:**

- Implementation of operations Systems as Per ISO and others.
- Focal person for ISO and Internal audits of all departments, ensuring all audit queries and documents are addressed and updated.
- Visit project office for system implementation and improvements.
- Ensure operations staff is following and implementing ISO operations systems or others.

### **6. Others:**

- Ensure a healthy environment and promote desired organizational culture.
- Facilitate team building activities.
- Ensure that organizational policies are adhering to.
- Responsible to make sure that the office equipment are used efficiently, and only for official purposes.
- Insure cost cutting measures and utilization of overall resources in the most effective and economic manner.