



# UMAIR AHMED KHAN

## PROFILE

An enthusiastic, energetic and hardworking, who has a successful and consistent record of accomplishment of high results. Possessing extensive knowledge of construction work with innovation and diversity.

## EXPERIENCE

November 2018 – till Date

### **Soorty Enterprises Limited**

In-charge Administration

#### Responsibilities:

Implement and ensure social compliance as per the client code of conduct  
Responsible to deal with Govt. agencies  
Responsible for day-to-day factory administrative operations  
Ensure timely and safe fleet management for workers  
Ensure working environment healthy and secure as per the standard  
Ensure no child labor working in the factory  
Responsible for worker grievances and provide them solutions.  
Responsible for building maintenance.

April 2010 – October 2018

### **Telenor Micro finance Bank Ltd.** (Formerly Tameer Bank)

Assistant Director Administration

#### Responsibilities:

Building maintenance (3x Buildings having more than 600 employees)  
Perform daily inspection of the facility to ensure HSSE is maintained at the highest level  
Monitor and control the premises communal areas at suitable levels such as pantry, toilets, offices and other facilities management areas  
General Services Operations  
Utilities Management and Payments (K-Electric, KW&SB, PTCL, Mobiles)  
Fixed Assets Maintenance Management  
Vendor Management (Masonry work, Electric and Furniture)  
Projects Budgeting: Panning, Execution and monitoring (Approx. 100 million P/A)  
Lease Management - Business premises acquisition & negotiation  
Layout Designing of Branch / Offices (AutoCAD – 2D).  
Warehouse Management  
Procurement and Material Management  
Data Management (MIS, Record Keeping Departmental Budgeting)  
Stationary Management  
Liaison with government Agencies (Taxes & Challans)  
Fleet Management (Transportation / Logistics)

Oct 2006 – Nov 2009

### **Tameer Micro finance Bank Ltd.**

Associate Manager - HR Operations & Services

#### Responsibilities:

Assisting Payroll & Final settlements of outgoing Employees.  
Maintain / update all leave and attendance record of all staffs.  
Maintain Head count & Developing Capacity Planning.  
Prepare & Update of Incentives / Overtime for all field staff.  
Responsible for medical claims of permanent employees.  
Conduct Employee Data verifications.  
Issuance of Employee Cards and Medical Cards Distribution  
Co-ordination with employees regarding their present status.  
Performs other related duties as required and assigned.  
Interdepartmental follow-ups regarding different HR matters.

## PERSONAL INFORMATION

### **Address**

House 31/4 Khokhrapar # 1 Malir Colony  
Karachi 75080

### **Contact**

03400289785, 03452421747  
arhamkhanumair@gmail.com

### **Date of Birth**

1986-01-24

## LANGUAGES

English

Urdu

Sindhi

## SOFTWARE SKILLS

Word

Power point

Microsoft Excel

Autodesk AutoCAD

Microsoft Outlook

Adobe Photoshop

Oracle

## PERSONALITY

*Communicative*

*Punctuality*

*Creativity*

*Organized*

*Reliability*

*Resistance to stress*

*Flexibility*

*Honesty*

*Professionalism*

## SKILLS

- ✓ *Good communication - written and oral skills*
- ✓ *Excellent conceptual and analytical skills*
- ✓ *Effective interpersonal skills*

## CERTIFICATION

*“Auto Cad” certification from ZAS Collegiate December 2013”*

*“Microsoft Excel Advanced” organized by Institute of Bankers Pakistan held on March 12-13, 2009.*

*“Recruiting for Key Management Positions” organized by International Finance Corporation (IFC – Business Edge) held on December 04-05, 2008.*

## EDUCATION

***University of Karachi***  
*Bachelor in Commerce*

***Private - Intermediate***  
*Commerce*

***Matriculation***  
*Science*

## HOBBIES

*Cricket, Watching Reality Shows, Snooker, Swimming*