

Rashid Minhas

Seeking a challenging position in a progressive organization where I can have sense of quality competition, achievement, recognition and to serve the organization with my utmost desire. With diverse and immense practical expertise spread over 26 Years, now I am able to handle mega Projects of different nature / goals.

Personal Information

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| • Full Name | Rashid Minhas |
| • Father's Name | Rehmat Ali |
| • Date of Birth | 02 June, 1977 |
| • National Identification No | 38403-8955909-9 |
| • Religion | Islam (Sunni) |
| • Martial Status | Married |
| • Nationality | Pakistani |
| • Professional Experience | 26 Years (1993-2019) |

Academic Qualification

- Master of Public Administration (**2nd Merit Position in Pakistan**)
- Bachelor of Arts (Journalism)
- Diploma of Associate Engineer in Aero-Engine Technology

Courses/ Training /Development

- Leadership and Command Course
- Security Management Training
- Maintenance Resource Management Course
- Quality Control Course
- Automated Logistic Management System Course
- On Job Training Supervisor and Management
- Skill Enhancement Supervisor and Management Course
- Document Control and Management Training
- File Management Training
- Computer, data security, Office Management software training
- English, Mathematics, Science, Aerodynamics, Drawings, Law studies
- Auto CAD 3D Course
- Maintenance and Management Course
- Forecasting and Arising method training
- Data collection and Analysis training
- Audit procedure, Policy development/implementation training
- Discipline Improvement and implementation Training
- Interactive Electronic Technical Manual System Administrator Course
- Interactive Electronic Technical Manual System Course
- Management and Tracking Course
- Correspondence Management System Training
- Firefighting training



Contact

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Awards

- 2nd Merit Position in Pakistan (Master of Public Administration)
- Outstanding Performance Certificates
- Distinction Certificate in Command and Leadership

English proficiency

- Read ☒ ☒ ☒ ☒ ☒
- Write ☒ ☒ ☒ ☒ ☒
- Speak ☒ ☒ ☒ ☒ ☐

Experience (26 Years)

- Quality Control Management.
- Logistic Management.
- Inventory Management.
- Establishment of new Facilities / infrastructure.
- Human Resource Management.
- Preparation of Budget Estimates for different Projects.
- Management for Training & Development of employees.
- Coordination / Monitoring.
- Public Administration.
- Trend Analysis.
- Policy Development, Implementation & Monitoring.
- Occurrences Investigation
- Data Collection and Analysis.
- Forecasting for future requirement of the organization.
- Production Planning and Scheduling.
- Audit & Evaluation of Processes, Policies and Employees.
- Report Writing.
- Security Management.
- Crises Control / Quick Response Force Management.
- Office Management and administration of tasks.
- Correspondance Management.
- Document Control Management.
- Maintenance and Management.
- Event Management.
- Store Management.
- Mess management.
- Project Management

Computer / Office Management Skills

- Ability to work under pressure and communication skills.
- Team working, Technical Oversight, Written Expression and Public Administration.
- Excellent in use of Microsoft Office Software, Computer and Network Communication.
- Handling of Multidimensional Tasks
- Social Media Utilization with data analysis, improvisation, visual thinking, and creativity).
- Office administration for smooth flow of activities.

Skills

- Decision Making.
- Time Management.
- Self-motivation.
- Conflict Resolution.
- Leadership.
- Adaptability.
- Teamwork.
- Creativity.
- Work Ethic.
- Resourcefulness.
- Detail-Oriented.

My Aims

-Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the organization.

-To make use of my interpersonal skills to achieve goals of a organization that focuses on customer satisfaction and customer experience