# **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**

Full Name

Father's Name

Date of Birth

National Identification No

Religion

Martial Status

Nationality

Professional Experience

Rashid Minhas

Rehmat Ali

02 June, 1977

38403-8955909-9

Islam (Sunni)

Married

Pakistani

26 Years (1993-2019)

#### **Academic Qualification**

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

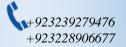
## **Courses/Training/Development**

- 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

House No 52A St No 17 Main Bazaar Ghaziabad Lahore Pakistan





Rashidminhas9785@gmail.com

## **Awards**

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



Read

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• 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