# **MUHAMMAD HAMID**

* H.no. 757-A, St no. 19,

Sector I-8/2, Islamabad.

* Cell: 0092-300-8547861
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### OBJECTIVE:

Eagerly determined to seek an opportunity in a professionally cultured environment to put my calibrated dexterity and dynamism skills for Procurement, Administration, Operations, Project Management and Logistics with career growth prospects.

### TOTAL EXPERIENCE: 16 YEARS & 10 MONTHS.

### CURRENT EMPLOYMENT:

**EXPERIENCE: 02 YEARS & 8 MONTHS.**

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| **From:** | **Employer** | **Position** |
| JULY 2018 | AUSTRALIAN HIGH COMMISSION. | PROCUREMENT ADMINISTRATIVE ASSISTANT. |
| **Responsibilities:**   * MARKETING | | |

### PREVIOUS EMPLOYMENTS

1. **EXPERIENCE: 12 YEARS & 3 MONTHS.**

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| --- | --- | --- | --- |
| **From:** | **To:** | **Employer** | **Position** |
| NOV 2005 | FEB 2018 | KESTRAL TRADING | SENIOR MANAGER ADMINISTRATION |
| **Responsibilities:**   * Developing, reviewing and improving procurement systems, policies and procedures. * Overseeing procurement and tracking progress towards company goals. * Planning, scheduling and organizing meetings with potential vendors. * Liaising with key company vendors to determine product and service needs. * Building relationships with suppliers to negotiate the best prices for company. * Identify and research for potential new suppliers. * Supervising day-to-day operations of the procurement department and staff members. * Managing the maintenance and repair of machinery, equipment, electrical and mechanical systems. * Hotel bookings and assigning protocol duties for foreign delegations. * Arranging Visas for staff. * Supervising Vehicle Maintenance. | | | |

1. **EXPERIENCE: 1 YEAR & 6 MONTHS.**

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| --- | --- | --- | --- |
| **From:** | **To:** | **Employer** | **Position** |
| FEB 2003 | JULY 2004 | GERRY’S DNATA (PVT) LTD | ACCOUNTS ASSISTANT |
| **Responsibilities:**   * Responsible for handling petty cash. * Cash collected through preparation of delivery orders and gate passes at Customer Services Desk. * Ground handling bills. * CAA monthly payments, salaries, meal and tea allowances, EBT (Excess Baggage Tax). * Preparation of bank reconciliation statements, fortnight statements, income tax challans etc. | | | |

1. **EXPERIENCE: 5 MONTHS.**

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| --- | --- | --- | --- |
| **From:** | **To:** | **Employer** | **Position** |
| SEPT 2002 | JAN 2003 | S.A.BROTHERS (PVT) LTD. | MARKETING OFFICER |
| **Responsibilities:**   * Drafting Monthly Newsletter. * Designing Signboards. * Interior and Exterior Designing of Outlets. * Arrangements at Industrial Exhibitions. * Coordination with other department for initial marketing of new products. * Customer retention, Customer Queries, etc. | | | |

### AWARDS & PROFESSIONAL ACHIEVEMENTS / SPECIFIC IT SKILLS.

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| * **Awards**   Two (02) CEO’s Commendation Certificates for Outstanding Performance and Lasting Contribution to Kestral Holding along with one month salary as performance bonus.  Details:   * + - For putting in tireless efforts beyond the call of duty to successfully evacuate Kestral’s damaged premises and subsequently rehabilitating them in time record.     - For successfully conducting the 2nd National Symposium held at Islamabad Club. * **IT Skills**   **Operating Systems:** Windows 8, Windows 10 & Windows XP.  **Software:** Microsoft Outlook, Word, Excel and PowerPoint.  **Hardware:** Hardware installation, administration and troubleshooting. |

### ACADEMIC QUALIFICATIONS

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| **Degree Completed** | **Qualification** | **Institution** |
| AUG 2002. | MBA. | Muhammad Ali Jinnah University. |
| JUN-JUL 2000. | B-COM. | Punjab College of Commerce. |
| MAY-JUN 1998. | F-Sc. | F.G. Degree College for Men, H-9. |
| MAR-APR 1996. | Matric | Millat Secondary School. |

### PROFESSIONAL TRAINING:

* + - Certification in “Bullet Proof Manager” Training Series by CRESTCOM, USA.

### COMMUNICATION SKILLS:

* + - Multi-lingual.
    - Excellent Verbal Communication Skill & Writing Skills.

### PERSONALITY TRAITS:

* + - Good Team Player.
    - Gregarious, Extrovert & Charming.
    - Meticulous.
    - Imaginative.

### DATE OF BIRTH:

* + - January 28, 1981.

### REFERENCES:

* + - Mr. Wasim Ahmed, Procurement Manager,

Australian High Commission, Islamabad.

Office No. 051-8355500. (0800 Hrs. to 1645 Hrs.). Cell No. 0300-8547829

Email: wasim.ahmed@dfat.gov.au.

* + - Mr. Nishat Hussain, General Manager HR,

Kestral Trading, Islamabad.

Office No. 051-2871241-5. (0830 Hrs. to 1600 Hrs.). Cell No. 03005263142

Email: hr@kestral.com.