

Muhammad Atif Shaikh

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Objectives:

To obtain challenging and rewarding full time position in Administration with growth and learning opportunities in supportive, challenging work environment that would take advantage of my job experience.

Summary of Experience:

- 3 years of Assistant Manager HR & Admin Coordination
- 7 years of Coordinator to Senior General Manager & General Manager
- 4 years of Secretary to Project Manager and Document Controller look.
- 4 years as Senior Office & Administrative Assistant.
- 7 years as Paramedic staff
- 4 years as Salesman in Pharmacy

Job Descriptions

- Have good hand in coordination, document controlling, correspondences using online portal, database & software.
- Have good hand in Contract management, preparing contract, agreements, VOs, POs, WOs.
- Work with Senior Management, Senior General Manager, General Managers, Director.
- Make, Manage, Prepare daily, weekly, fortnightly & monthly progress reports.
- Coordinate with different internal department (Accounts, Audit, QAQC, M & S, HR, Admin)
- Worked in paperless environment.
- Good hands in typing, data entry, Scanning, electronic mails, record keeping.
- Letter drafting,
- Knows Autocad, computer hardware trouble shooting.

Educational Qualification:

Qualification : Higher School Certificate(HSC)

College : Government Superior Science and Commerce College, Karachi

Qualification : Secondary School Certificate(SSC)

School : Government Boys Agro Tech. Secondary School, Karachi

Computer Skills

Certificate in

- Microsoft Word
- Microsoft Excel
- Microsoft Power Point
- Microsoft Access
- Computer Hardware Technician
- Computer Networking

Other Certificate

Certificate in

- Office Management

Certificate in

- English Language

Professional Experience:

Project : Bahria Town Karachi
Client : Bahria Town (Pvt.)Ltd.
Designation : Assistant Manager
Period : Jan. 2021 till date (Dec 30, 2023)
Job Description : Prepare Contract Agreements , POs, WOs and Manage Daily, Weekly, fortnightly and Monthly Reports & Schedules.
Do HR work like New Joining, employees Record etc.
Did daily routine administrative work & office Management

Project : Defense Residency, DHA Phase II Islamabad
Client : Al Ghurair Giga Pakistan(Pvt.)Ltd.
Contractor : Bridgestone Construction Company
Designation : Secretary to Project Manager & Document Controller.
Period : November 2011 to April 30 2014
Job Description : Make and Manage Daily, Weekly, Reports., Look after some network and hard ware trouble shoots. Manage and Maintain Record of Drawings and letters. Communicate with consultant and prepare and make IR's

Project : Canyon Views(507 Mirador Luxury Villas), DHA Phase II, EXT, Islamabad
Client : EMAAR DHA ISLAMABAD(Pvt.)Ltd.
Contractor : Bridgestone Construction Company
Designation : Secretary to Project Manager & Document Controller
Period : September 2010 to October 2011
Make and Manage Daily, Weekly, Look after some network and hard ware trouble shoots. Typing letters, Data Entry. employee's attendance record etc.
Communicate with consultant and prepare and make IR

Project : Piling Work in High Rise Building, DHA Phase VIII EXT, Karachi(Crescent Bay)
Client : EMAAR GIGA Karachi(Pvt.)Ltd.
Contractor : Sky Construction Company LLC
Designation : Senior Office Assistant
Period : September 2008 to July 2010
Job Description : Make and Manage Daily, Weekly, Look after some network and hard ware trouble shoots. Typing letters, Data Entry. employee's attendance record etc.
Communicate with consultant and prepare and make IR

Project : Water Front Development Edge Protection Work DHA Phase VIII, Karachi (Crescent Bay)
Client : EMAAR Pakistan(Pvt.)Ltd.
Contractor : Mazyood Giga International Construction Company
Designation : Office Assistant
Period : October 2006 to July 2008
Job Description: Letter Typing, Data Entry, attendance records, IRs records.

Work as Medical Dispenser (Paramedic) in Specialist Clinic in Presence of General Physician and Gynecologist from May 1999 to December 2006.

Part Time Work as Salesman in Different Pharmacy, knows medicine generics and species, work from Jun. 2004 to 2008

Personal Information:

Full Name: Muhammad Atif Shaikh
Father Name: Muhammad Ibrahim Shaikh
D.O.B: 22May1983
Domicile: Karachi
CNIC: 42201-0398732-5
Passport No. BC5197321
Permeant. Address: 3/73A Hajrabad, Shah Faisal Colony, Block # 3 Karachi.

Interest

Playing Cricket
Reading Books
Travelling
Socializing
Gardening

Reference

Reference will be furnished upon request