



Syed Muhammad Faiq Shah

Administration | Operations | Finance | Marketing Executive | Sales Coordinator | Sales | Procurement | Logistics | Customer Services | Documents Controller | HR Admin

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Location: Dubai, UAE

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OBJECTIVE

My objective is to advance professional knowledge with hands-on experience, creative and innovative approach towards higher goals and a concerted effort to benefit the community, where my leadership and communication skills will be maximized. Carry out departmental coordination and ability to successfully multitask in dynamic, fast-paced environment to meet all deadlines. To earn a job which provides me with job satisfaction and self-development where I can anticipate making progress in the type of fast-moving environment in which I thrive.

EDUCATION

Bachelor of Business Administration (BBA-H)

Iqra University (Islamabad, Pakistan)
2016 - 2019

Intermediate (Pre Engineering)

Global College of Sciences (Rawalpindi, Pakistan)
2014 – 2015

School (Science)

SLS School (Rawalpindi, Pakistan)
2012 – 2013

EXPERIENCE

➤ Brothers Gas Bottling And Distribution (Dubai, United Arab Emirates)

Designation (Sales Co-Ordinator, Fuels)

July 2022 – Till Now

Key Tasks & Responsibilities:

- Be the link between the customer and the company to all customers in fulfilling their Fuels related needs.
- Daily Delivery Advices/LPO follow-up/customer correspondence.
- Ensure Proper documentation/filing/records/updates
- Customer tracking report, coordination, delivery and collection monitoring.
- Follow up with the customers for supplies and other Fuels related works.
- Inputting orders, ensuring they are processed according to customer requirements, and ensuring all orders are accurate and delivered on time
- Developing and maintain sales records, prepare reports, and provide financial information to the finance department
- Maintain organized sales records and report month-end goal setting to the senior management team.
- Assist senior management and sales representatives with any additional work as needed.
- Procurement
 - Strategic purchasing and sourcing of goods.
 - Negotiation
 - Vendor development.
 - Cost controlling

SKILLS

- Time Management
- Staff Coordination
- Problem Solving
- Teamwork & collaboration
- Planning and organizing skills
- Managing and administration
- Handling logical problems in tough time
- Good Knowledge about Microsoft Excel, word and power point

STRENGTHS

- Positive Attitude
- Proactive Nature
- Commitment to work timely Response
- Ability to face operational pressures
- Obedient to higher Authorities
- Fast Learner Able to work in pressure & Group with good Communications Skills.

ACTIVITIES

- Travelling
- Fitness
- Watching Movies
- Volunteer work
- Organizing events in the community
- Being involved with charities
- Socializing with friends

- Knowledge of using ERP system (Sage X3)
 - Customer Creation.
 - Reconciliation and financial closing processes
 - Track sales by location, by product.
 - Updating the Customer Record
 - Fast, accurate reports
- Knowledge of using Sage CRM
 - Track customer interactions
 - Keep contact information up to date
 - Set tasks and reminders for follow-up with contacts
 - Creates and builds workflows for faster task and contact management
 - Produce quotes and contracts

➤ Askari Bank (Islamabad Pakistan)

Designation (Officer Grade II)

Feb 2020 – March 2022

Key Tasks & Responsibilities:

- Lease Management for seven hundred properties approximately. Handling all Administration Affairs of Branches.
- Data archiving for all inward, outward dispatch and correspondence
- Processing the Rent for all Branches and other offices.
- Upkeep of property manager oracle-based ERP system.
- Preparation of Acquisition documents of all new branches as per Annual Branch Expansion Plan or Relocation of existing.
- Compiling of documentation for legal advisors for their review about the property before acquiring for banking purpose.
- Approval of New Branches / Offices from the Competent Authority.
- Supervision of all Lease Agreement / MOU related issues.
- Arrangement of new Lease Agreements and Renewals, getting approval and processing of payments.
- Using software Accuity Compliance Link for screening customer, vendor and employee information and financial transaction data against lists mandated by governments and AML regulatory organizations.
- Book Keeping.
- Data Entry.

➤ Iqra University Islamabad Campus

Admission Officer

April 19 – Dec 19

Key Tasks & Responsibilities:

- Education Counselor.
- Analyze files and resolve discrepancies.
- Update system database and Data Entry in soft-sol software
- Support prospective students and parents throughout the admission process.
- Response to queries of students regarding academic requirements and programs.
- Provide one on one application to prospective students.
- Advising applicants on program choices.
- Answering telephonic queries and ensure all calls are logged.
- Holding face to face meetings with applicants to explain the benefits of university.

LANGUAGES

- English
- Urdu
- Pashto
- Hindi

PERSONAL PROFILE

- Religion : Islam
- Date of Birth : 24-Oct-1995
- Nationality : Pakistani
- Marital Status : Single
- Passport No : WY5153531
- Driving License: Valid till 2025

➤ Iqra University Islamabad Campus

Teaching Assistant

Sep 18 – March 19

Key Tasks & Responsibilities:

- Course folder preparation
- Assistance in devising Course content
- Collaborating with teacher to recognize issues students are facing and recommend solutions.
- Supporting teachers in managing class behavior.
- To assist in other class activities (Quizzes, Assignments, Projects)

➤ Serena Hotel Islamabad

Human Resource Department

May 18 – Aug 18

Key Tasks & Responsibilities:

- Data Archiving
- Employee records and antecedent's verifications

VOLUNTEER WORK

- Member of Planning & Development Department at IUIC
- Sponsorship team member of Tectiqs'18 – Annual Event of Iqra University Islamabad Campus.
- Promotion team member of Tectiqs'16 – Annual Event of Iqra University Islamabad Campus.
- Worked in organizing team in official events of IUIC
- Social Development Projects including fund raisings and event management

REFERENCES

Available on request

DECLARATION

I here declare that the above-mentioned information is true to the best of my knowledge.