

Faizan Abdul Ghani

Bihar Colony Karachi,+923083181450, faizanghani.07@gmail.com

Objective

Seek challenging role in on organization that helps me to make strong contributions to organizational goals through perseverance, hard work and continued developed my personal skills.

Personal Profile

Name Faizan
F:Name Abdul Ghani
CNIC # 42301-0494966-1
Date of birth 07-February-1995

Work Experience

Administration Officer

[21-03-2022 to Present]

Agro Processors & Atmospheric Gases Ltd. (APAG)
(Soya Supreme Cooking Oil Company)

Duties and Responsibilities

- Organize a filing system for important and confidential document.
- Employee quota management system [EQMS], making lists, slip distribution, and Inventory.
- Coordinate with the procurement department for PRs & GRs.
- Stationary, grocery, household Items managing, disbursement, all department requirement consolidated sheet, & Purchase Requisition submit in ERP Software.
- Ensure the end-to-end process of legal contribution in terms of EOBI & SESSI by maintaining the strength of new addition, deletion & payments through the WEB portals.
- Contractor's billing, payroll, disbursements, record keeping of loan deductions & Additions.
- Maintain all Contractors labor attendances through HRM Software.
- Look after Extra labor attendance, and payments.
- Coordinate with the Finance department for payments.
- Handling petty cash efficiently.
- By-Products selling i.e., Acid Oil, Oil Dirt, Fatty Acids, daily garbage sale, wooden scrap, MS & SS Scrap, Empty Drums, Empty Canes, Generator & Compressor oil, & Used Tyres.

- Weighing bridge monitoring Inspection, maintenance, monthly inside cleaning, & alignments.
- Fire Extinguisher management, inspection, & refilling.
- Housekeeping, daily routine, weekly Task, washroom checklist, overall cleaning checklist, monthly Task, & Floor washing.
- Handle any additional administrative tasks assigned by the manager.

Administrative Officer

[26-6-2020 to 20-03-2022]

(Karachi Head Office)

AL-Khidmat Foundation Pakistan (NGO)

Duties and Responsibilities

- Monitoring and maintaining office equipment and inventory supplies; orders replacement supplies as needed.
- Creating, updating, and maintaining records and databases.
- Updating office policies and procedures.
- Scheduling company calendar and updating as needed.
- Book meeting rooms as required.
- Manage petty cash.
- Coordinate with procurement department.
- Coordinate with Finance department for approvals
- Preparing reports on expenses, office budgets, and other expenditures.
- Supporting department managers, staff, and CEO.
- Preparing travel arrangements for office staff and managers; overseeing and preparing expense reports and budgets.
- Coordinating building and maintenance issues for general repair (heating and air conditioning, security, etc.) and updating (carpet cleaning, painting, etc.)
- Organizing special functions and social events.
- Preparing correspondence, documentation, or presentation materials.

Research Assistant

(6 Month) [2019]

Faculty of Social Science,
Instituted of Business Management (IOBM)

Computer Operator

(3 Year) [2015 -18]

Falcon Grammar School, Pri/Sec

Education

Bachelor of Arts (International Relations)

[2019]

Federal Urdu University Arts Sciences & Technology Karachi

Intermediate Commerce

[2014]

Government College of Commerce & Economics Karachi

Matriculation (Science)

[2011]

Heaven Model Iqra Academy

Skills

- Microsoft Office (Word, Excel, PowerPoint & Access)
- English & Urdu Typing