

MUHAMMAD ATEEQ,

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OBJECTIVE:

- A skilled administrative officer with proven prioritization and administrative management skills to promote seamless workflows and achieve project goals.

Achievements:

- Best Employee Performance Award 2019
- Best Employee Performance Award 2022

Skills:

- ERP/Sysmen Expertise
- E-Commerce Executive
- MS Office (MS Word, MS Excel, MS PowerPoint, MS Access) Adobe Photoshop,
- Quick Book / Peachtree / Tally Diploma Holder
- Saap Initial Expertise
- Computer Hardware Assembling
- Computer Troubleshooting
- Networking
- Urdu & English Typing 40WPM
- Fluent in English oral and written.
- Interpersonal skills and ability to work in a multicultural environment.
- Team Building/Training.

Education:

- M.Com. Commerce (Finance) **Faisalabad, Pakistan**, University of Agriculture (2014-2015)
- B.Com. Commerce (Accounting) **Faisalabad, Pakistan**, University of Punjab, Lahore (2008-2009).
- I. Com. –Commerce (Accounting) **Faisalabad, Pakistan**, BISE. Board of Intermediate (2006-2007).
- Matric. –General (Computer) **Faisalabad, Pakistan**, BISE. Board of Intermediate (2004-2005).

WORK EXPERIENCE:

1. Organization: **Dar-ul-Madinah International Islamic School System.**

Period: 01/09/2018 – 05/12/2023.

Position: **Executive Admin Officer.**

Responsibilities:

- Ensure smooth operations of all administration related services in the cluster, including, but not limited to facilities management, hospitality-related matters and repair and maintenance affairs.

- Ensure smooth operations of all owned and rental properties of Dar-ul-Madinah International Islamic School System.
- Ensure completion of renovation projects within budget and timeline, meeting defined quality standards of Dar-ul-Madinah with all required documentation.
- Ensure achievement of financial objectives by anticipating requirements, budget preparation, scheduling expenditures and monitoring costs etc.
- Ensure reporting, monitoring and controlling of administrative affairs of campuses thus meeting the standards of Head Office.
- Ensure safeguard of Dar-ul-Madinah's interests in Service Level Agreements (SLAs) with vendors and suppliers (where required).
- Ensure liaison with the government authorities for local administrative, registration or legal matters (when and where required).
- Ensure administrative support for the expansion plan.
- Support principals to ensure the appointment of quality non-faculty members, especially admin officers, office boys and other support staff.

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Office Coordinator. April 2017 – August 2018

Responsibilities:

- Planning for admission as per given target.
- Fulfill new admission completion procedures.
- Ensure 100% implementation of admission policy.
- Dealing of SLC & TC.
- Follow procedures for sibling and staff kids.
- Resolve campus level admin & admission matters.
- Ensure ERP enrollment match with physical strength of students.
- Maintain campus level update record (Inventory/Fixed Assets/Utility Bills)
- Ensure procurement procedure are followed.
- Reporting on a monthly basis (Petty Cash / Bank Balance /Cash Fund/ Reconciliation /Salaries).

2. Organization: **Key & Ems Industries**

Period: 01/08/2013 - 28/02/2015.

Position: **Supply Chain Manager.**

Responsibilities:

- Worked with procurement team and buyers to procure the right products.
- Negotiated contracts with suppliers and customers
- Controlled manufacturing and delivery processes.
- Used computer software to track goods from origin to delivery.
- Managed the costs involved, while maintaining quality.
- Ensuring awareness of exactly what is happening throughout the supply chain, managed and motivated a team of supply chain staff to increase productivity).
- Improved the overall supply chain performance and looked for any possible innovations to the process.
- Developed relationship with new and existing suppliers.
- Managed and minimized the risks (for example operational or reputational) that could affect or interrupt the supply chain.
- Consider the environmental impact of the supply chain in order to meet sustainability targets.

- Implement new technologies and stay alert to new trends and developments in the

Self-Brief:

- My service has given me a wealth of knowledge and confidence.
- I am thorough in carrying out my responsibilities.
- Willing to work and take up new challenges and responsibilities.