



Summary

"As a highly motivated and results-driven professional with a Master of Business Administration, I am seeking a dynamic work environment that fosters both personal and professional growth. My passion for achieving excellence, coupled with a strong academic background, equips me with the skills and knowledge necessary to make significant contributions to a forward-thinking organization. With a keen aptitude for strategic thinking and a proven ability to adapt to diverse business challenges, I am eager to leverage my expertise in a role that not only encourages success but also provides opportunities for continuous learning and advancement. My name is Muqadar Saleem, and I am poised to bring a dedicated and resourceful approach to any team or project, ensuring a positive impact on both individual and organizational goals."

Muqadar Saleem

Phone:

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Address:

United Arab Emirates

Skills

- MS Excel
- MS PowerPoint
- Computer Hardware & Software
- Financial Planning
- Multi-Tasking
- MS Word

Interests

- Cricket
- Football
- Fishing
- Hiking
- Gymining
- Book Reading
- Swimming

Sports Achievements

- **U13 & U16 Cricket Team**
Played in U13 & U19 regional Cricket team under Pakistan Cricket Board.

Work Experience

2021-04- 01 to 2023-09- 29

Manager

Muhammadi Iron Store Pvt (Ltd)

- Managed and maintained financial records, including ledgers, balance sheets, and income statements.
- Overseeded the financial operations of the store, including budgeting, forecasting, and cost control.
- Prepared and submitted financial reports to management and investors on a regular basis.
- Developed and implemented financial policies and procedures.
- Provided financial advice and guidance to other employees.

2019-09- 11 to 2021-02- 22

Team Leader & City In charge

Foodora AB/DH Logistics Sweden AB

- Managed and oversaw the performance of a team of riders, ensuring they met delivery targets and adhered to company policies and procedures.
- Coordinated and monitored delivery schedules, ensuring timely and efficient food deliveries.
- Maintained accurate records of rider performance and delivery metrics.
- Identified and implemented strategies for improving inventory flow and reducing food waste.
- Provided training and support to new and existing riders, ensuring they were well-equipped to perform their duties effectively.
- Involved conducting training sessions, answering questions, and providing on-the-job support.

- **U19 Cricket Team**
Played at u19 level under Pakistan cricket board.

2018-10- 01 to 2019-09- 01

- **Grade 2 Cricket**
Played Grade 2 cricket under Pakistan cricket board.

Newspaper Assortment

Point Logistic Sweden

- Ensured timely and accurate assortment of newspapers for delivery to customers in Växjö, Sweden.
- Maintained a detailed understanding of customer subscription information and delivery schedules.
- Coordinated with delivery drivers to ensure smooth and efficient newspaper deliveries.
- Monitored delivery performance and identified opportunities for improvement.
- Provided excellent customer service to ensure customer satisfaction with newspaper delivery services.

Languages

- English
- Urdu
- Punjabi
- Basic Swedish

Education

2018

M.Phil.

University of the Punjab
First

2017

Master of Business Administration

University of the Punjab
First

2012

Bachelor of Commerce

University of the Punjab
Second

Projects

Thesis

I had done thesis project on Protech Leather Company which can be provided on demand.

Reference

Whitney Muzeyi - foodora AB/DH Logistics Sweden AB

HR Administrator
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Ingela Malmgren - Point logistic AB

Manager HR
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