

Muhammad Basit



Office Manager / Administrator / Executive Assistant

A highly talented, accomplished and skilful professional having more than 18 years extensive experience inside and outside Pakistan in the field of Administration / Office Management and Accounts with diverse knowledge of handling Administrative & Accounting tasks. Looking for a challenging position as an Office Manager / Administrator / Executive Assistant to utilize my skills and knowledge in a renowned organization where the scope of work and career growth is limitless.

Personal Information

EMAIL	PHONE	CITIZENSHIP
basitchhipa@gmail.com	+92 332 2627376	Pakistan
DATE OF BIRTH	MARITAL STATUS	
18 – June – 1984	Married	

WORK HISTORY

Executive Secretary/PA to Chairman

Lucky Textile Mills Ltd. (YB Group) (Karachi)



(Mar-2022 – Present)

- Managing the day-to-day operations of the Chairman's office, office maintenance activities and layout changes.
- Act as the point of contact between the Chairman and Employees/clients and Provide high level of professional and confidential administrative support to the Chairman.
- Managing the Chairman's email and calendar, including responding to and prioritizing messages.
- Handling administrative tasks such as preparing reports, drafting correspondence, and managing the Chairman's expenses.
- Sit in on meetings, take minutes of meetings and follow up on completion of tasks.
- Make travel plans and arrangements and arrange visas issuance.

- Prepare moderately complex documents using a variety of computer applications such as Microsoft Office/Excel/PowerPoint/Power BI/ERP. Also responsible for gathering and summarizing data for reports.
- Assist Chairman in procurement of Cotton Fiber according to the requirement of our New Project of Spinning Mill's Technical team.
- Responsible for the whole process of Imported/Local Cotton Buying including selection of Cotton, Testing/Reviewing Testing reports of Cotton Fiber Parameters, LC Opening, Coordinate with Agents and Seller till consignment arrives to our Spinning Facility.
- Attend Cotton Fiber Trainings organize by The Karachi Cotton Association, Conferences & Seminars on Cotton Sustainability Programs, Meetings with Cotton Ginners on behalf of Chairman and give feedback.

Executive Assistant to the Chairman and CEO

Tech Exons (Pvt.) Ltd. (Karachi)



(Oct-2020 –Feb-2022)

- Provide high level of professional and confidential administrative support to the Chairman, CEO and other Executives.
- Prepare documents, reports and presentations using advanced software proficiencies.
- Screen calls and emails and initiate actions to respond.
- Prepare agendas and make arrangements for Board meetings and other company meetings.
- Record and transcribe meeting minutes.
- Manage business and personal calendars including extensive domestic and international travel arrangements.
- Maintain effective Physical and E-filing system.
- Handle Confidential information with discretion.

Store Manager

UNI – Mart / Eastern Inc. (Pennsylvania – USA)



(Mar-2016 – Jan-2019)

- Carried out day-to-day duties accurately and efficiently.
- Led the Customer First Culture in the Store.

- Increased customer satisfaction by resolving issues.
- Resolved problems, improved operations and provided exceptional services.
- Offered friendly and efficient services to customers, handled challenging situations with ease.
- Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork.
- Trained new employees and delegated daily tasks and responsibilities.
- Complied with Policies and procedures as well as regulatory requirements.
- Assumed responsibility for special programs or assignments as needed.
- Ensured all products are ordered, merchandised, rotated and readily available for the customers.
- Prepared a variety of different written communications, reports and documents using MS Office applications.
- Received and processed stock into inventory management system.
- Monitored inventory to keep stock levels and databases updated.

Shift Supervisor

Bloom Tobacco (Pennsylvania – USA)

(Mar-2015 – Sep-2015)

- Delivered exceptional level of service to each customer by listening to concerns and answering questions.
- Resolved problems, improved operations and provided exceptional service.
- Ensured all products are ordered, merchandised, rotated and readily available for the customers.
- Received and processed stock into inventory management system.
- Trained new employees and delegated daily tasks and responsibilities.
- Performed duties in accordance with applicable standards, policies and regulatory guidelines to promote safe working environment.
- Ensured a clean location is provided.

Secretary Group's Information Technology Division

Zuhair Fayeze Partnership (Saudi Arabia)



(Feb-2009 – Jun-2014)

- Oversaw the smooth and efficient running of all aspects of the office.
- Handled daily scheduling tasks and provided administrative support for entire division.
- Supervised administrative staff, ensured that tasks are completed accurately and on time.
- Composed internal and external correspondence for senior management and reviewed documentation to eliminate errors.

- Responded to emails and other correspondence to facilitate communication and enhance business processes.
- Produced accurate office files, updated spreadsheets and crafted presentations to support executives and boost team productivity.
- Maintained Physical and E-filing system.
- Maintained office supplies inventory by checking stock and ordering new supplies as needed.
- Organized envelopes, postage and mail correspondence for staff and management, maintaining postage meter and coordinating with delivery and courier services.
- Recorded expenses and maintained accounting records.
- Completed accurate daily report documents, memos and invoices.
- Scheduled appointments and maintained Executive's calendar.
- Drafted agendas, recorded minutes and created documents for meetings.
- Coordinated travel arrangements by booking airfare, hotel and ground transportation.
- Processed Visas for Executive's International travel.
- Arranged trainings and development programs for employees on management instructions.

Junior Accountant

M.A Trading Co. (Textile Chemicals Trading House), Karachi

(Apr-2006 – Jun-2008)

- Monitored status of accounts receivable and payable to facilitate prompt processing.
- Reviewed general ledger entries and assessed accuracy.
- Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.
- Produced General Sales, Purchases and petty cash Reports.
- Issued Invoices and Payment Vouchers.
- Communicated with suppliers to reconcile invoice payments.

EDUCATION

Bachelor of Commerce – (2005) The University of Karachi

TECHNICAL COURSES

Certification in Microsoft Power BI (In Progress)

Certification in Information Technology (MS Office Suit) 2000 - Chhipa Computer Institute

Certification in Graphics (Adobe Photoshop, Adobe Illustrator) 2004 – Areena Multimedia

Certification in Auto Desk (Auto CAD) 2005 – APTECH Computer Education

LANGUAGES

- Urdu (Native)
- English (Fluent)
- Arabic (Conversational)

Skills

- Office Administration
- Written and Verbal Communication
- Leadership Skills
- Coordination & Collaboration
- Calendar management
- MS Office Suit
- Travel Planning and Visa Processing
- IT Skills