

<p>Born 1992</p>	<h1 style="text-align: center;">Muhammad Waseem Ashraf</h1> <p><b>Address:</b> Al Nahda 1, Dubai, UAE  <b>Cell:</b> +971-5088-08334,  <b>Email:</b> waseem.ashraf1134@gmail.com</p>
<p><b>Personal Profile</b></p>	<ul style="list-style-type: none"> <li>▪ Self-confident, dedicated, and results-driven professional.</li> <li>▪ Proactive in tackling challenges and thriving in dynamic environments; eager to take on new responsibilities.</li> <li>▪ Highly motivated, enthusiastic, and committed to continuous personal and professional growth.</li> <li>▪ Strong interpersonal and communication skills with the ability to collaborate effectively across teams</li> <li>▪ Studied Entrepreneurship, Financial Accounting, Management Information System, E-Business, Inventory and Supply chain management.</li> <li>▪ <b>Functional Areas:</b> Business Administration, Finance, Supply Chain Management.</li> </ul>
<p><b>Education and Qualification</b></p>	<p><b>University of Management and Technology (UMT), Lahore</b>  MBA (P) CGPA:3.01 2017  <b>University of Management and Technology (UMT), Lahore</b>  BBA (H) CGPA: 3.30 2015  <b>Government College of Science, Lahore</b>  FSc Pre-engineering 2010  <b>BISE, Lahore</b>  Matriculation 2008</p>
<p><b>Professional Experience</b></p>	<p><b>Superior Advisors.</b>  Chief executive officer-2021 to 2025.  Responsible for establishing the company's long-term strategic vision, analyze market trends, manage property auctions or exchanges, serve as the primary liaison with stakeholders, providing guidance on market conditions and related matters.</p> <p><b>Bin Bakar Electronics.</b>  Job-Procurement Officer-2018-2021.  Assisted in purchasing, analyze supplier and price options by ensuring products and services are high quality.</p>
<p><b>Projects</b></p>	<ul style="list-style-type: none"> <li>▪ <b>Published an article in <i>The Business newspaper</i></b> (June 12, 2014, Business Section) on asset aging and efficiency in Pakistan's textile industry.</li> <li>▪ <b>Prepared a research report on management practices</b>, focusing on Tetra Pak Limited to analyze leadership styles across organizations.</li> <li>▪ <b>Analyzed the inventory management system at Calories Bakers, Lahore</b>, proposing an integrated online system for all branches and warehouses.</li> <li>▪ <b>Prepared a research report</b> on “Unhygienic condition of Government Hospitals in Lahore”. Studied different aspects regarding sterilization of equipment’s, inspection of medicines, patients, janitors etc. Also proposed the recommendations to the management of Mayo hospital and Jinnah hospital, Lahore.</li> <li>▪ <b>Conducted a Focus Group</b> on the topic of “Practices of Management Styles” and act as a moderator in it. Also prepared a complete research report on management styles, what are the styles that are more in practices by managers and team leaders in organizations.</li> <li>▪ <b>Examined the management practices</b> and processes of Quality Assurance Department and Production Department of TETRA PAK Limited.</li> </ul>
<p><b>Computer Skills</b></p>	<ul style="list-style-type: none"> <li>▪ Ms-Office (Word, Excel, PowerPoint)</li> <li>▪ Internet, E mail</li> <li>▪ Software Installation</li> </ul>
<p><b>Achievements</b></p>	<ul style="list-style-type: none"> <li>▪ Participated in 3<sup>rd</sup> ICoBM in 2013 held at UMT Lahore</li> <li>▪ Participated in workshops on build your confidence, communication skills and Negotiation Skills</li> </ul>
<p><b>Interests</b></p>	<ul style="list-style-type: none"> <li>▪ Business research(analyze market trend and strategies), Traveling(Exploring new cultures), Innovative Technology, Cricket and Badminton.</li> </ul>

## **COVER LETTER**

**Dear Sir/Madam,**

I am writing to express my interest in potential opportunities at your company. With a strong background in business administration, supply chain management, finance, and other related fields, I bring a diverse skill set and a results-driven approach to operational efficiency. Additionally, I hold a valid Emirates ID and am available to join immediately.

After completing my studies, I joined a well-reputed company as a procurement officer to pursue my career. Later, I started my own real estate business under the name *Superior Advisor* and successfully managed it until 2025, when I decided to close it to gain global exposure.

I am adaptable, motivated, and eager to apply my experience in a dynamic organization. I would appreciate the opportunity to discuss how my skills align with your needs. I am ready to join on an immediate basis.

Thank you for your time and consideration. I look forward to your response.

**Sincerely,**  
Muhammad Waseem Ashraf

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