



SALMAN BABAR

Administration and Procurement professional with working experience across numerous business support roles including Site Coordinator, Document Controller and Accounts Officer

CONTACT

+92 316 2016 449
salmanbabar060@gmail.com
Karachi, Pakistan

EDUCATION

BACHELOR'S DEGREE

Commerce
University of Karachi
Karachi, Pakistan

HARD SKILLS

- MS Office: Excel, Word & PP
- Google Sheets & Docs
- SAP & Call Center Training
- Basic Knowledge of AutoCAD
- Typing speed: 50 WPM

SOFT SKILLS

- Effective communication skills
- Time management
- Problem solving
- Team oriented & results driven.
- Document control
- Recordkeeping proficiency

LANGUAGES

ENGLISH PROFICIENT
●●●●

URDU NATIVE
●●●●●

ACHIEVEMENTS

- **PERFORMANCE LETTER**
PTCL, PAKISTAN - 2008
- **APPRECIATION LETTER**
HSC LLC, UAE – 2018

PERSONAL INFORMATION

NATIONALITY: Pakistani
PASSPORT NO.: AG3026404

PROFESSIONAL EXPERIENCE

ASSISTANT COORDINATOR

ATHENA ENTERPRISES, PAKISTAN MAR 2020 - PRESENT

- Coordinated overseas shipping with customs agents for clearance.
- Maintained ongoing tracking information from shipment to delivery.
- Verified the accuracy of import inventories.
- Provided efficient delivery logistics.

ADMIN ASSISTANT

EM DEVELOPMENT SDN BHD, MALAYSIA SEP 2018 - FEB 2020

- Organized schedules and events, drafting letters, generating emails and maintaining file system.
- Managed to improve and consolidate end-to-end service processes; restructured communication flow among 2 departments and cut down paperwork by 50%.

PROJECT/PROCUREMENT COORDINATOR

HASSAN CONTRACTING(HSC) LLC, UAE MAR 2015 - AUG 2018

- Prepare the monthly invoice/variations for consultant/client approval and payment.
- Liaise with sub-contractors, civil works Project team and consultant for the execution and progress of works.
- Coordinate with suppliers for material inquiries, quotations and issued LPOs and follow-up for timely delivery of material at site.
- Organized and maintain material stock register with the help of Project engineer.

UNIVERSAL TELLER

UNITED BANK LTD(UBL), PAKISTAN DEC 2014 - FEB 2015

- Accept cash and cheques for deposit and check accuracy of deposit slip.
- Process cash withdrawals.
- Perform specialized tasks such as preparing cashier's cheques and personal money orders.

ASSISTANT ACCOUNTANT

SAMFER HIGH SCHOOL, PAKISTAN MAR 2009 - DEC 2012

- Assist in day-to-day running of the account office.
- Responsible for data entry.
- Maintain time schedule.
- Petty cash control/payroll calculations.

CALL CENTER REPRESENTATIVE/ SUPERVISOR

PAKISTAN TELECOM (PTCL), PAKISTAN AUG 2007 - MAY 2009

- Provide guidance regarding products and services to customers.
- Responsible for handling a team of 30 CSRs and supervising their work successfully.
- Ability to keep customer grievance and other information noted for follow-ups.
- Responsible for motivating team members to meet company's goals and customer satisfaction.