#### SIBGHAASGHAR

Address: Al Shahib Building 1 Floor No 3 Flat No 302 Al Raffa Bur Dubai

**Phone:** +971-52-9635189

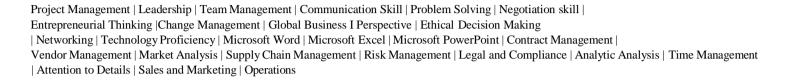
Email: Sibghaasghar13150@yahoo.com

Visa Status: Residency Visa

#### **CAREER OBJECTIVE**

Dedicated professional with a proven track record in administrative support, Scheduling, Communication, and Microsoft Office. The ability to work with team Database management. Detail- oriented and passionate about delivering results. Let's connect and explore potential opportunities.

### **CAREER PROFILE/SKILLS:**



### PROFESSIONAL WORK EXPERIENCE:

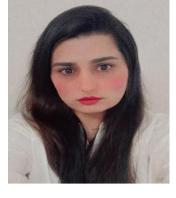
Current Organization: VEGALINKS Delivery Services UAE (Dubai)

(Vendors of well-known Delivery Services Providers) (NOON, CREAM, Fresh to Home, Come Come)

**Tenure:** March 2023– August 2024

**Designation:** Operations Executive

- Responsibilities:
- Contributing to the development of long-term business plans.
- Conducting regular evaluations of existing processes to optimize workflows.
- Attendance Monitoring
- Solve rider's Quires
- Managing and allocating resources, including personnel, equipment, and materials.
- Ensuring efficient utilization of resources to meet organizational objectives.
- Leading and supervising a team of employees, providing guidance and support.
- Fostering a positive and collaborative work environment.
- Implementing and monitoring quality control processes to ensure product or service quality.
- Addressing issues related to quality and implementing corrective actions.
- Managing the procurement and supply chain processes.
- Building and maintaining relationships with suppliers and vendors.
- Developing and managing budgets for operational activities.
- Monitoring expenses and implementing cost-saving measures.
- · Ensuring timely and accurate delivery of goods and services.
- Implement safety protocols and ensure compliance with industry regulations.
- Conducting regular safety audits and inspections.
- Identifying and assessing operational risks.
- Developing strategies to mitigate risks and ensure business continuity.
- Monitoring and improving customer service processes.



**Organization:** AL Tayer Group Logistics Warehouse UAE (Dubai)

**Tenure:** March 2022 - December 2022

**Designation:** Admin Assistant

Achievement: Successfully managed the implementation of all running projects, ensuring a smooth transition and minimal disruption to daily operations.

#### **Responsibilities:**

- Oversee the receiving and dispatching of commodities
- Follow proper documentation and safety procedures for all warehouse functions
- Dealing with customer enquiries regarding damaged or missing goods
- Trained and onboard new hires, ensuring efficiency and performance to standardized work instructions Perform all duties assigned by
- the warehouse manager or supervisor.
- Supported all areas of the warehouse to deliver customer orders

Organisation: SOS Children Village Pakistan

**Tenure:** Sep 2017–Dec 2021

**Designation:** Sponsorship Coordinator

- Responsible for the day-to-day management of new sponsorship components, working closely with local businesses, golf facilities and internal stakeholders to execute programs.
- Organize and schedule appointments and meetings (calls/emails)
- Maintain contact lists
- Produce and distribute correspondence memos, letters, faxes, and forms
- Assist in the preparation of regularly scheduled reports
- Developed and maintain filling system
- Evaluate the annual giving program on a regular basis and provide updates to the Village Director
- Oversee the management of the organization's donor database and ensure that all information is updated and available in real-time to Village Director.
- Make periodic contact with established donors (email, note, phone call) to nurture relationships for future donations.
- Attend all fundraising efforts as well as appropriate programming events, which may include nights and weekends.
- Work in coordination with the Village Director to achieve the organizations and sponsorship goals.
- Manage relationships with external corporate partners, including major sports teams and universities, golf vendors, nonprofit community organizations and others.
- Lead creation of sponsorship support materials, including advertising and collateral material, in partnership with Operations & Communications

  Manager, while maintaining consistency with brand guidelines.

Organisation: Skytex Textile Company Pakistan

**Tenure:** May 2016 – May 2017 **Designation:** Marketing Executive

Responsibilities:

- Market intelligence information and assistance in making the right Selling decisions
- Development of new products & customers
- Helping in Selection of suitable suppliers and guiding he suppliers to be able to meet the customer requirements Negotiation and
- finalization of contracts
- After finalizing contracts constant monitoring of production line to ensure timely shipments
- Follow up of shipments' status from ex-mill to dispatch of documents to ensure the deadlines are met as per agree
   Professional after sales service
- ACADEMIC EDUCATION:

### **ACADEMIC EDUCATION:**

DEGREE/CERTIFICATION	EXAMINING BODY:	<b>YEAR</b>
Master in English	National University of Modern Languages (Lahore)	2015
BA in Art	The University of Punjab (Lahore)	2012

# **CERTIFICATION/ Training:**

MS OFFICE

## PERSONAL INFORMATION:

Father's Name: Muhammad Asghar

**Date of Birth**: 25 September 1992

Nationality: Pakistani

Marital Status: Single

## **REFERENCE:**

Reference will be furnished on demand