

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:

Project Management | Leadership | Team Management | Communication Skill | Problem Solving | Negotiation skill | Entrepreneurial Thinking | Change Management | Global Business I Perspective | Ethical Decision Making | Networking | Technology Proficiency | Microsoft Word | Microsoft Excel | Microsoft PowerPoint | Contract Management | Vendor Management | Market Analysis | Supply Chain Management | Risk Management | Legal and Compliance | Analytic Analysis | Time Management | Attention to Details | Sales and Marketing | Operations

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 filing 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 the 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 agreed Professional after sales service
- ACADEMIC EDUCATION:

ACADEMIC EDUCATION:

<u>DEGREE/CERTIFICATION</u>	<u>EXAMINING BODY:</u>	<u>YEAR</u>
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