

ABDUL WAHEED



Personal Information:

Father's Name : Muhammad Shaffi (Late)
Date of Birth : 01st June, 1973
Religion : Islam
Domicile : Rawalpindi
Marital Status : Married
Country : Pakistan
City : Islamabad-Rawalpindi

Qualification:

Completed **Matriculation (Science)** from BISE Rawalpindi in 1st Div.in 1991.
Completed **Intermediate (Humanities)** from Govt. Gordon College Rawalpindi in 2nd Div. in1993.
Completed **Graduation (B.A)** from Allama Iqbal Open University Islamabad in 1st Div.in 2007.

Contacts:

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Summary:

Results-driven and **Experienced Administrative Professional** with over 15 years of experience in Administration, HR- Administration, Supervision, Record Keeping, Data Management and Office Management. Proven track record of effectively managing records, supervising teams, and ensuring smooth office operations

Abilities & Expertise:

- 1) Provide administrative and human resources support by managing office operations, documentation, and staff reporting.
- 2) Maintain accurate records, update administrative systems, and offer HR assistance.
- 3) Supervise project management tasks, oversee daily expenses reporting, and ensure financial control.
- 4) Handle petty cash transactions efficiently within the administrative and finance departments.
- 5) Utilize QuickBooks for managing vouchers, bills, and other financial entries.
- 6) Create and organize regular reports on expenses, office budgets, and company records.
- 7) Demonstrate proficiency in using all Microsoft Office applications for efficient workflow.
- 8) Showcase excellent organizational skills and the ability to multitask effectively in an administrative, HR, and finance setting.
- 9) Implement human resources development policies, conduct training sessions, and manage performance reviews.
- 10) Manage correspondence, arrange travel plans, and handle packages to support office operations seamlessly.

Job Experiences:

1. I have been employed as **Admin / HR Officer** in M/s Renewable Stars (Pvt) Ltd, Islamabad
(Since 01-04-2016)
2. I worked as **Office Coordinator cum Draftsman** in M/s Kohinoor Textile Mills (Pvt) Ltd, Rawalpindi
(04 -06 - 2015 to 31 - 03 - 2016)
3. I served as **Junior Executive Admin** in M/s ERDC-MPPL (Pvt) Ltd, a Subsidiary of NDC-NESCOM, Islamabad
(16-04-2010 to 28-05-2015)
4. I worked as **Assistant & CAD-Computer Operator** in M/s Kohinoor Textile Mills (Pvt) Ltd, Rawalpindi
(23-02-2007 to 14-04-2010)
5. I worked as **Assistant & Computer Operator** in M/s Iqbal Power (Pvt) Ltd, Islamabad
(01-09-2001 to 21-02-2007)

JOB DESCRIPTIONS & WORK EXPERIENCES

Job Responsibilities:

1. Currently Working as **Admin / HR Officer** in M/s Renewable Stars (Pvt) Ltd, Islamabad
Tenure: **01-04-2016** working

Job Responsibilities as Admin / HR Officer

- Responsible for administrative tasks, supervised staff, maintained records and Handled HR functions, including recruitment, training, employee relations - Coordinated HR functions,
- Daily check and maintain all Admin Activities like Office routines, Computer smooth working, & Internet smooth flow and others premises all cleanness & assets look after.
- Proper maintain of Leave records electronically and manually.
- Proper maintain of Store Inventory daily basis manually.
- Documentation and office filing management in both way soft (PC) and hard file.
- Daily Attendance of the employees.
- Office Electricity, Gas and water sources management as well as utility bills payments.
- Proper maintain of Kitchen and Refreshment daily in office for all staff.
- Record keeping for all daily bills regarding daily office expenses for misc. items.
- Transport and Fuel for Carry Van and 03 Nos. of Official Bikes, their Oil change, Tuning, Maintenance, and all issues related to transport.
- Record keeping and maintain Vehicle Log Book daily basis.
- Proper maintain of Daily Cash Expense in All Sections like Tenders, Tenders Submission, DD for Tenders, TCS, bill maintain and cash handling and internal bills checking and verifying. Etc.
- Proper maintain of record and supply of all items regarding Stationary, Printers, Scanner, Laptop, PC's, and any special event Management etc.
- Making Vouchers and bill on Quick Book for Finance Dept. And bills checking and physical audit etc.
- Cash handling of Office internal and External Payment, bills verifying in all respects.
- Hiring of New Employees as per Management Demand.
- CAD Designing as well as Finance Tasks as and when assigned by Directors.
- Any Special Duties as and when assigned by the CEO or Directors.

2. Worked as **Office Coordinator cum Draftsman** in M/s Kohinoor Textile Mills (Pvt) Ltd, Rawalpindi
Tenure: **04 -06 - 2015 to 31 – 03 – 2016**

Job Responsibilities as Office Coordinator cum Draftsman

- All Mail / Departmental correspondences among different sections with building Dept.
- Making of Work Orders for any work to be done through Building Dept. Both via Contractors or building staff etc.
- Making of All Contractors' Bills, Filing and documents record keeping.
- Making of Completion Certificates at the end of the Project Completion.
- Deputing of Labors and mason as well as carpenters in the absence of Supervisor to cater jobs on time.
- Making of Minutes sheet for any project.
- Making of Tenders, Quotations, BOQ's, and Supply Orders as and when assigned by the Engineer.
- Also responsible for all letters drafting and Feedback daily basis
- Making of all Drawings Works in which to Survey of Site for Drawing making, making Different Drawings.
- Spinning Mills Area, Processing Mills area, Stitching Mills Area as well as Admin / HR and Finance Premises modifications, Readjustment and also re-designing for better and smoother use of Mills area

3. Worked as **Junior Executive Admin** in M/s ERDC-MPPL (Pvt) Ltd, a Subsidiary of NDC-NESCOM, Islamabad

Tenure: **16-04-2010 to 28-05-2015**

Job Responsibilities as **Junior Executive Admin**

- Manage administrative tasks, supervise staff, and maintain records and Documentation.
 - Assisted in administrative tasks, record keeping, and office coordination
 - All Admin Correspondences letter drafting, by e mail to different departments.
 - Manage all employees' electronic attendance daily.
 - Making of summaries, drafts, office orders, letters as and when ordered by the CEO or Admin Senior Management.
 - All responsibilities of Admin daily jobs as a Junior Executive Admin as well as making of maple Card, visiting cards.
 - Responsible for employees medical facility, their cards, file, and all related matters.
 - Making of All Mechanical Drawings for Prefab Building both 2D and 3D for all projects of all sizes as a Draftsman Mechanical.
 - Getting measurements as Site Supervisor for Making of Mechanical drawings in CAD format.
 - Also well Command as an I.T Administrator to check and run all of Office. P.C's smoothly, look after also handling networking Print's Problems and Others issues associated with I.T Section.
- Any other special assignment assigned by the Management.

4. Worked as **Assistant & CAD-Computer Operator** in M/s Kohinoor Textile Mills (Pvt) Ltd, Rawalpindi
Tenure: **23-02-2007 to 14-04-2010**

Job Responsibilities as **Assistant & CAD-Computer Operator**

- Making of Work Orders for any work to be done through Building Dept.
- Making of All Contractor's Bills, Payment Sheets and Completion orders.
- Making of All Civil Drawings for All Mills area converted all manual data of drawings into CAD format of all KTML area. Completed all drawings for New Auto Coro 2009 for Spinning Mill

5. Worked as **Assistant & Computer Operator** in M/s Iqbal Power (Pvt) Ltd, Islamabad
Tenure: **01-09-2001 to 21-02-2007**

Job Responsibilities as **Assistant & Computer Operator**

- Making of letters on P.C directed by DG Operations.
 - Complete use of M/s Office Package Word, Excel, Power Point and Outlook etc.
 - All Admin related jobs and M/s Office based all work in daily correspondences.
- Cater all duties as a Computer Operator related drafting, typing, and different works as assign

Technical Courses:

1. **08 months Computer software** (basic computer application Course) from International Academy (IAI) I-10 Markaz, Islamabad in 1st grade in 2007
2. **02 Years Diploma in Auto CAD Mechanical/Civil** from Pakistan Institute of Computer Sciences, RWP in 1st grade in 2014
3. **06 Months Certificate in 3D Studio Max** from Pakistan Institute of Technical Skills, RWP in 1st grade in 2015.
4. **06 Months Certificate in Librarianship** from Allama Iqbal Open University, Islamabad in 1st grade in 2006

Computer Skills & Abilities:

1. M/S Office Package
 - M/s Word (Making of Letters, Drafts and Summaries etc.)
 - M/s Excel (using different formulae for accounting etc.)
 - M/s Power Point (Making of Presentation for different kinds)
 - M/s Outlook (Sending & receiving mails)
2. Auto CAD & Sketch up Drafting
 - 2D Layouts Designs and drafting of civil, Electrical and Mechanical drawings and layout
 - General 3D modeling of Sketch up software.
3. Good working experience of In page Urdu, Adobe Photoshop, Sketch Up software's

Languages:

Language	Speaking	Reading	Writing
Urdu	Good	Good	Good
English	Good	Good	Good
Arabic	X	Good	Good
Punjabi	Good	Good	Good
Pashto	Good	X	

Hobbies:

Playing Cricket

Making Drawings Sketches Manually

Use of Internet Searching Surfing for updates info to Designing software

References:

References can be furnished on demand