

MUHAMMAD WAQAS

Rawalpindi 4600

7235475@gmail.com

+92 321 7680866

- ISO 9001:2015
- ISO 45001:2018
- ISO 14001:2015
- IOSH Managing Safety
- LEAN SIX SIGMA YELLOW Belt
- Excellent proficiency in MS Office.
- Strong verbal and written communication skills.
- Working under pressure.
- Documentation skill.

Willing to relocate: Anywhere

Work Experience

Assistant Manager Training (ISO & NEBOSH IGC)

DAS Pakistan Pvt Ltd-Islamabad

August 2023 to Present

- 1- Map out training plans for NEBOSH IGC
- 2- Design and develop training programs (Online or in-house)
- 3- Select appropriate training methods or activities (e.g. mentoring, on-job training)
- 4- Market available trainings and provide necessary information about sessions
- 5- Use known education principles and stay up-to-date on new training methods and techniques
- 6- Prepare and order educational aids and materials
- 7- Assess instructional effectiveness and determine the impact of training
- 8- Gather feedback from trainers and trainees after each session
- 9- Partner with internal stakeholders and liaise with experts regarding instructional design
- 10- Maintain updated curriculum database and training records
- 11- Host train-the-trainer sessions for internal subject matter experts
- 12- Manage and maintain in-house training facilities and equipment

Sr. Admin Officer

YC Solutions Pvt. Ltd.-Rawalpindi

June 2022 to July 2023

- 1-Ensuring timely payment of miscellaneous expenses such as bills, subscriptions, and memberships
- 2- Coordinating with stakeholders, including senior executives, clients, and vendors
- 3- Assisting in legal matters by providing necessary data and documentation
- 4- Making visits outside the office as and when required for business meetings or other purposes
- 5- Ensuring timely vehicle maintenance, inspections, check log book, and managing vehicle insurance renewals along with claims applications
- 6- Managing Shell card arrangements, fuel payments, and lease agreement preparations and renewals

- 7- Coordinating with security company services and ensuring staff safety and office safety from fire and other hazards
- 8- Managing vendor finalization and payments, including proposal collection
- 9- RFQ purchase order preparation, and payment verification
- 10- Coordinating with different departments and vendors for meetings and issue resolution
- 11- Assigning daily jobs, and providing feedback to staff.
- 12- Overseeing construction and maintenance work, including RFQ collection, material purchasing, work monitoring, and payment processes.
- 13- Managing air ticketing and hotel reservations, including RFQ collection, booking, and payment processes

Assistant Manager (Coordination)

Masood Textile Mills Faisalabad-Faisalabad

April 2017 to May 2022

- 1- Efficiency Improvement by using PLAN-DO-CHECK-ACT analysis .(4W & H)
- 2- Corrective & Preventive measures using PARETO CHART analysis .(5-WHY).
- 3- GEMBA WALK , recording minutes of meeting (3W report). • Identification of Bottleneck and solution.
- 4- Line balancing through YAMAZUMI chart. • Utilization of resources by OVERALL EQUIPMENT EFFECTIVENESS
- 5- Worked with Japanese consultant on TPS.(TOYOTA PRODUCTION) • Worked as lead role in QUICK CHANGEOVER
- 6- Lead Good Manufacturing Practices (GMP) on production floor. • Implementation of LEAN TOOLS i.e ANDON, TLS, VMS, VSM, JIDOKA, 6S, KPI's KAIZEN
- 7- Organize KAIZEN CAMP at MASOOD TEXTILE.
- 8- Recording downtime. • Assurance of Output as per day SAM based target.
- 9- Time, Work and Method Studies / Efficiency. • Capacity Utilization / Man-minutes planning • Organization of Focused Meetings
- 10- Feedback / Reports / Analysis / Communication

Admin Coordinator @ Alamaat Specialized Contracting Est. Riyadh Saudi Arabia

Alamaat Specialized Contracting Est. Riyadh Saudi Arabia?-Riyadh, SA

March 2014 to March 2017

- 1- Oversees and administers the day-to-day activities of the office; develops policies, procedures, and systems which ensure productive and efficient office operation.
- 2- Provides assistance and support to the office principal in problem solving, project planning and management, and development and execution of stated goals and objectives.
- 3- Supervises the work of employees in supporting roles, including assigning workload and monitoring employee performance.
- 4- Oversees and facilitates resources management and administration procedures and documentation for the principal.
- 5- Performs research and analysis on specific issues, as required, and independently prepares non routine letters and/or reports, which may be highly sensitive and confidential in nature.
- 6- Serves as the primary point of administrative contact and liaison with other offices, individuals, and institutions on operational and programmatic matters concerning the Office.
- 7- Organizes and facilitates meetings, conferences, and other special events; coordinates and attends committee meetings, and participates in committee discussions, as appropriate.
- 8- Coordinates the disposition and/or resolution of individual problems and disputes involving faculty, staff, students, and/or members of the general public, as they arise.
- 9- Oversees the operation of office accounts, and plans and monitors expenditures; as appropriate, develops and/or coordinates budgets for the office and associated accounts.
- 10- Provides and/or oversees provision of staff support to the office, to include handling walk-up and phone interactions, maintaining calendars and travel arrangements, screening, analyzing, and responding to

incoming correspondence, handling day-to-day problems and situations, and provision of secretarial support.

ASSISTANT TO DIRECTOR

BISMILLAH TEXTILE MILLS

October 2011 to February 2014

- 1- Answer and direct phone calls
- 2-Organize and schedule meetings and appointments
- 3-Produce and distribute correspondence memos, letters, faxes and forms
- 4-Assist in the preparation of regularly scheduled reports.
- 5-Order office supplies.
- 6-Book travel arrangements.
- 7-Submit and reconcile expense reports.
- 8-Provide general support to visitors.
- 9-Provide information by answering questions and requests.

Education

M.Com

GC University Faisalabad(Pakistan)-Faisalabad, PK

2009 to 2011

B.Com in Commerce

Punjab University Lahore-Lahore, Faisalabad

2005 to 2007

Skills

- Team Management (5 years)
- Microsoft Office (5 years)

Certifications and Licenses

ISO 9001:2015

Present

Lean Six Sigma Yellow Belt

May 2021 to Present

Problem Solving Techniques

1-PLAN DO CHECK ACT

2-CAPA

3-OEE

4-PARETO CHART

5-FISH BONE ANALYSIS

Diploma in Office Management

March 2017 to Present

Computer Applications in Business

March 2006 to Present

Additional Information

LANGUAGE SKILLS:

Fluent in reading, writing and speaking

- English
- Arabic
- Urdu

PERSONAL DETI

Religion: Islam

Permanent Address: Faisalabad Pakistan