

USMAN RASHID

An experienced and self-motivated professional with a proven track record in operations, financial management, customer services, training and administration. I am an award winner, commercially aware, passionate, strategic, and dedicated individual with strong personal qualities of honesty and integrity with the ability to think out of the box.

Looking forward to build an extensive range of technical skills within a suitably challenging role. I have developed my skill sets through utilizing opportunities of horizontal movement, within commercial and management operations. I possess strong ability to analyse problems and develop solutions, using a proactive approach to meet targets and achieve customer satisfaction combined with a vast experience in handling customers and service providers at all levels. Having ability to work and communicate at all levels, a team player with excellent leadership qualities to organise and motivate a team.

PROFESSIONAL EXPERIENCE

2020 - PRESENT
5 years

MANAGER DFIT ROOTS SCHOOL SYSTEMS, ISLAMABAD - PAKISTAN

- Managing and resolve queries with respect to dues and bills
- Responsible for day to day generation of default reports and manage admission process
- Ensuring proper documentation of students, handle student attendance matters and RFID processing
- Preparing and ensuring effective execution plan for implementation of all strategies and directives as per institution's policies
- Provide best solution to all the stakeholders in the time of covid-19
- Building relationships with local stakeholders

2019
5 months

MANAGER ADMINISTRATION & SECURITIES MASTER ROAD CORPORATION, LAHORE - PAKISTAN

- Managing construction of terminals & ensuring timely provision of required articles
- Responsible for day to day operations of the bus terminal in terms of Presentation, Housekeeping, Facilities and Ambience to maintain high standards.
- Ensuring security of staff, company premises and other company owned properties
- Maintaining health & safety standards across all levels
- Preparing and ensuring the effective execution of all policies and directives in line with the plan and strategies
- Coordination with government institutions & other state departments
- Building relationships with local stakeholders

2014 - 2019
5 years

MANAGER ADMINISTRATION & PURCHASE ALBAYRAK WASTE MANAGEMENT, RAWALPINDI - PAKISTAN

- Successfully managed the transition from development to operational phase, administration & purchase approvals, workshop's physical handover, document process and completion of work stages in compliance with company policy and procedures.
- Manage, supervise and coordinate works carried out by contractors on site and evaluate existing contractual relationships and ensure that the service provided by contractors is in line with agreed specification.
- Responsible for resource management & budgeting
- Purchase of fuel, operational items and related equipment
- Review the budgets and monitor performance against budget
- Housekeeping & maintenance of office and workshop area
- Fleet management
- Maintaining health & safety standards as per company's policies
- Coordination with government institutions
- Dispute resolution on day to day basis
- Ensuring security of staff & workshop premises



PERSONAL DETAILS

DOB:
12-05-1981

Mobile:
+92-333-999 9085

Email:
usmanras@gmail.com

Address:
House # 444, Street 82-C, Sector 3,
Gulshanabad, Adyala Road,
Rawalpindi

Religion:
Muslim

Marital Status:
Married

HOBBIES

Music
Motorbikes
Internet Surfing
Sports

KEY STRENGTHS

- Building Service Maintenance
- Financial Management
- Housekeeping & Services
- Risk and Asset Management
- Relationships Management
- Operations
- Performance Management
- Health and Safety
- Refurbish and Development
- Project management

LANGUAGES

URDU
●●●●●●●●●●

ENGLISH
●●●●●●●●●●

PUNJABI
●●●●●●●●●●

2011 - 2014
3.5 years

TEAM LEADER
UFONE PAKISTAN

- Prepay and Postpay Competencies
- Dealing with VAS Solution Providers throughout the entire product life cycle – from start to finish.
- Assessing and evaluating product requirements for future expansions
- Developing and maintaining service feedback reports
- U-product competencies
- Certified Trainer for Blackberry Services

2009 - 2011
2 years

ADMIN MANAGER
FLORENCE PHARMACEUTICAL (PVT.) LTD, ISLAMABAD - PAKISTAN

- Maintaining administrative staff by recruiting, selecting, orienting & training employees
- Accomplish staff results by communicating job expectations
- Implementation and upgrade of SOPs
- Improve program and service quality by devising new applications
- Maintain continuity among corporate, division, and local work teams

2007 - 2008
1 year

ADMIN MANAGER
DZD COMMUNICATIONS, ISLAMABAD - PAKISTAN

- Inventory in charge of main store
- Dealing with customers for new products information
- Handling customer queries & their resolution
- Maintaining of KPI's with high focus
- Development of necessary control for efficient work outputs
- Day end and periodic reconciliations for report management requirements
- Inspection of daily production and quality assurance
- Updating the all team member about any changes as & when arrived

EDUCATION

1999 - 2003 | **PIMSATS ISLAMABAD, PAKISTAN**
Bachelors In Computer Sciences

PROFESSIONAL SKILLS

- Fedora core 5 (Administration on Linux Operating system)
- Windows 2003 Enterprise Edition
- Windows Exchange Server 2003 Enterprise Edition
- CCNA Training from Global Communication Islamabad
- Diploma in Practical Network from Askaria College Rawalpindi
- Network & Trouble Shooting
- Familiar with Ms Office and Windows

REFERENCES

Mr. Asim Amjad
(GM HR, Master Road Corporation)
+92-321-844 1134

Mr. Waqar Mahmood
(CEO / Director, Cleantech (Pvt) Ltd.)
+92-300-850 9711

Mr. Abdul Rehman
(Manager Legal & Contracts, Albayrak)
+92-322-533 6060