

CURRICULUM VITAE



SAGHIR AHMED S/O MUNEER AHMED

Postal Address: House No. 1690-B, Street No.79-A, Sector I-10/1 Islamabad.

Contact # 0310-0865772

Passport # QL1156632

Date of Birth:

20-Apr-1986

CNIC No:

61101-5077663-5

Domicile:

Islamabad (Federal)

District:

Islamabad

Region:

Islam

Home Address:

House No. 309,
Near Govt. Girls
High School
Kalyal, Link
Dhamial, Adyala
Rawalpindi

OBJECTIVE:

To utilize my capabilities and knowledge in a doable manner for the benefit of an organization that inspires novelty and ingenuity in the job which will provide an opportunity to excel both the organization and myself in this competitive era.

EDUCATION:

Masters in Islamic Studies:	AIOU	2024	63%
Bachelors of Arts:	AIOU	2019	61%
Intermediate (Commerce) I-COM	FBISE	2006	52%
Matric in Science:	FBISE	2004	59%

Diploma and Training:

Computer Course	MS Office, Word, PowerPoint
Graphic Designing	Corel Draw, In page
Computer Applications	Hardware and Software

COMPUTER SKILLS:

Office Automation: MS Excel, Word and PowerPoint,
Good Practice of Working on the internet.
Typing Speed

EXPERIENCE:

Experience in Various Departments in Pakistan.

- **NTS-Pakistan 2021 to Continue Coordinator**
 - ✓ Searching tenders and preparing bids/proposal as per client requirement.
 - ✓ Coordination with all internal departments i.e. Operations, CC&M & Contents etc. for smooth execution of projects.
 - ✓ Preparing Draft MOU/Agreement for clients.
 - ✓ Coordination with Clients as focal person for smooth execution of their Projects after project assigned to NTS.
 - ✓ Coordination with Result Section for generation/adaptation in the results as per clients' requirements.
 - ✓ Drafting.
 - ✓ Correspondence with the clients.
 - ✓ Maintain files and their records.
 - ✓ Any other duty assigned by HOD.

- **U-Mart (Cash & Carry) 2019-2021**
Store In charge
 - ✓ Monitoring the stock levels and ensure that inventory is replenished as needed.
 - ✓ Regular stock checking and auditing to prevent discrepancies.
 - ✓ Maintaining accurate records of all stock movements, including receipts, issues, and returns
 - ✓ Organizing items in the store or warehouse in an orderly manner for easy access and retrieval.
 - ✓ Ensuring proper labeling, shelving, and storage of materials in compliance with safety standards.
 - ✓ Issuing materials and products based on authorized requisitions or orders.
 - ✓ Ensuring that stock is handed over only to authorized personnel.
 - ✓ Recording the issuance of goods, noting quantities, dates, and recipients.
- **Sapient Hall School System 2017-2019**
Office Manager
 - ✓ Assist to Principal all Administration issues.
- **Grafton College Islamabad 2015-2017**
Admin Supervisor
 - ✓ Assist to Registrar all Administration issues.
- **Nayatel Pvt Ltd. 2007- 2015**
Support Executive
 - ✓ Providing support to all Departments by way of maintaining daily, weekly and monthly reports related inventory issuance, over time, Petty cash.
 - ✓ Supervised and coordinate with field staff.
 - ✓ Supervised and issuance of Consumable items to field staff and keeping record in soft and filling according to company policy.
 - ✓ Supervised office boys and sanitary workers on the floor.
 - ✓ Have strong grip on official tasks and Management. Keeping the immediate manager updates regarding any ongoing activity.

HOBBIES & INTREST:

Find out solution of Problems

Book Reading, Internet surfing, Playing Cricket and Foot ball

LANGUAGES:

- Urdu
- English
- Arabic
- Punjabi

REFERENCES:

Will be furnished if required.