



# FAIZAN MALIK

## EDUCATION:

**INTERMEDIATE  
ICS-PHYSICS** (2021-2023)

- PUNJAB GROUP OF COLLAGES

## SKILLS:

- Computer skills
- Project Management
- Event Managements
- Teamwork
- Time Management
- Leadership
- Effective Communicaton
- Critical Thinking
- Negotiation skills
- conducting seminars

## LANGUAGES:

- English
- URDU

## CONTACT:

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📍 House NO p/13, Lane  
No#7,Harley Street,  
Rawalpindi

## PROFILE :

ImExperienced individual and like the Challenging jobs to accomplish with excellence by leading an Efficient Team work even in a high pervue environment.

## EXPERIENCES :

### JOYLAND:

(Sep 2025 To continued)

- **Supply chain officer./Store officer**
- Inventory & Warehouse: Monitor stock levels, update records, manage receiving/dispatch, and ensure adequate stock for operations. .
- Reporting & Analysis: Generate procurement reports, track KPIs, analyze data for trends, and identify areas for improvement.
- Compliance: Ensure adherence to SCM policies, regulations, and procedures.
- Maintaining accurate documentation and filing systems.
- Working at software (SAP)

### SFM (SOLUTION FACILITIES MANAGEMENT):

#### Administrative Assistant

(April 2025-SEP 2025)

- Financial Support: Processing invoices, payroll, timekeeping, basic bookkeeping.
- Office Management: Ordering supplies, maintaining equipment, managing vendors.
- managing communications (calls, emails), scheduling (meetings, travel), organizing information (filing, databases), handling supplies, and supporting staff with general operations, documentation
- Human Resources Support: Assisting with onboarding new employees.
- Liaise between different departments for efficient operations.
- Coordinate internal events, meetings, and social engagements.

### DARAZ.PK :

(AUG 2024- APRIL 2025)

- **Station Officer**
- Parcel Management/Managing inbound & outbound
- Managing RTV/RTM/Clearing backlog
- Reporting & Communication
- Working at software (logistics/DARAZ.PK)
- Customer Services