



Muhammad Sohaib

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 +92-345-6082733

 PECHS Karachi.

PROFESSIONAL SUMMARY

Organized and dependable candidate successful at managing multiple priorities with positive attitude. Willingness to take on added responsibilities to meet team goals.

SKILLS

- Staff Management
- Project Management
- Leadership
- Organizational development
- Travel Management
- Transport Management
- Procurement & Budget
- Safety & Security
- Strong Administration skills

EDUCATION HISTORY

B.COM

University of Karachi
Aug 2008

Intermediate

Degree Sci College
Dec 2003

Matriculation

Aisha Bawany Academy
March 2001

Personal History

Father Name: Ghulam M
DOB: Oct 09, 1985

Reference:

Will be share when
require

WORK HISTORY

TEAM A VENTURES PVT LTD

JULY 2012- DATE

Manager Administrative Operations & HR Coordinator

Project Management | Retails Operations

- Managing all over Administrative functions related to Retail stores & Office Operations
- Managing & Monitoring all newly & renovated Projects with collaboration of contractor & Market suppliers
- Source, select and negotiate for the best purchase package in terms of quality, price, deliveries and services with suppliers
- Coordinate with HR for Hiring, Recruitment & Clearance process
- Built excellent employee experience through culture of service and execution of employee assistance programs.
- Established workflow processes, monitored daily productivity and implemented modifications to improve overall performance of personnel.
- Improved office operations by automating client correspondence, record tracking and data communications.
- Collaborated with leaders from other departments to achieve consistent processes and maximize efficiency of resources.

NOVATEX LIMITED / GATRON IND LIMITED

JUNIOR OFFICER

JUNE 2006-JUNE 2012

- Head of Inventory Management System
- Responsible for Fleet Management, Fuel & Insurance Management.
- Responsible for safety & Firefighting Management.
- Maintain complete updated purchasing records/data and pricing the system
- Responsible for the preparation and process purchase orders and documents in accordance with company policies and procedures.
- Monitor and co-ordinate deliveries of items between suppliers to ensure that all items are delivered to site/store on time.