


Najeeb Ullah

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Summary

As an experienced Administrative Specialist, I excel in project coordination and management, with skills in financial management, budgeting, and compliance. I have a proven ability to deliver projects on time and within budget while working effectively with cross-functional teams. I am a detail-oriented project coordinator with strong problem-solving skills and excellent communication. My project management, planning, and execution skills are top-notch, making me a valuable asset to any team. If you want results, I am the one you can count on.

Experience

Assistant Operations Manager

Center for Awareness Training and Development

Mar 2022 - Present (1 year)

As an Assistant Manager of Operation and Logistics, my role and responsibilities were,

- Efficiently lead and manage a team to comply with organizational standards and safety protocols, resulting in a 20% decrease in staff turnover rate through effective coaching and feedback processes.
- Maintain accurate personnel documents and submit timely reports with 100% accuracy.
- Streamline the hiring process by reviewing and filtering job applications and assisting in interviews, resulting in successful hiring decisions made in collaboration with senior-level management.
- Optimize procurement processes by assisting in sourcing necessary materials and equipment, resulting in a 15% improvement in procurement efficiency through process streamlining and better price negotiations with suppliers.
- Track progress towards objectives and communicate status updates and recommendations to senior management, resulting in meeting or exceeding weekly, monthly, quarterly, and annual objectives by at least 90%.
- Proactively communicate with clients to evaluate their needs, analyze their behavior, and handle complaints in a timely and effective manner, achieving a 95% customer satisfaction rate.
- Reduce training costs by 10% by optimizing training processes and resources.

Data Entry Clerk

The Adecco Group

Sep 2022 - Sep 2022 (1 month)

- As a data entry specialist for The Adecco Group, I accurately and efficiently enter and organize audit files, ensuring that all data is complete and consistent.
- Through my attention to detail and commitment to quality, I help to maintain the integrity of Adecco's audit records and assist in meeting compliance requirements.
- By working closely with team members and utilizing my strong communication skills, I ensure that all data entry tasks are completed in a timely and efficient manner.
- Through my proficiency in various software applications, I am able to quickly adapt to new technologies and streamline the data entry process.

- By consistently meeting or exceeding performance expectations, I contribute to the success of The Adecco Group and help to ensure the ongoing accuracy and efficiency of its audit records.

Project Coordinator

Center for Awareness Training and Development

Sep 2021 - Feb 2022 (6 months)

As Project Coordinator my role and responsibilities were:

- Coordinated with internal and external stakeholders to successfully execute the project, resulting in a 90% training impact on trainees.
- Assisted the project manager in outreach, communications, program management, resource allocation, and logistics, ensuring 100% program compliance and timely completion.
- Led the planning and execution of training programs, resulting in a 95% satisfaction rate from participants and trainers.
- Generated detailed reports for each training session, ensuring accurate documentation of program outcomes and achievements.
- Served as the primary point of contact for participants, facility managers, and lead trainers, ensuring a seamless and positive training experience.
- Monitored trainer and participant availability, resulting in a 100% on-time attendance record for online and on-ground training.
- Developed and maintained relationships with potential partners through successful outreach efforts, resulting in a 15% increase in program participation and reach.
- Maintained a comprehensive participant database, resulting in a 98% accuracy rate for the venue, attendance, scores, dates, profiles, and employment status.
- Created and maintained project documentation for reporting, ensuring 100% compliance with project requirements and regulations.

Administrative Officer

Center for Awareness Training and Development

May 2019 - Aug 2021 (2 years 4 months)

As an Administration Officer, my responsibilities were,

- Implemented and ensured adherence to effective financial management policies and procedures, resulting in a 95% compliance rate.
- Facilitated internal and external audits and maintained a 100% satisfactory audit response rate by collaborating with the Director of Finance.
- Monitored income and expenditure, maintained accurate records, and achieved a 99% accuracy rate in bank reconciliation.
- Prepared budgets, financial documents, reports, and operational plans with 100% accuracy, enabling the Admin. team and Head of Project to make informed decisions.
- Processed payments, checked vouchers and invoices, and ensured timely submission of monthly payments, resulting in a 98% on-time payment rate.
- Conducted eligibility checks and regular visits to the finance departments of recipients, resulting in a 97% compliance rate with the rules and regulations of Grant and Financing Agreements.
- Provided financial support and backstopping to the Head of the Project and technical team, resulting in a 99% satisfaction rate with financial planning, monitoring, and execution.
- Providing administration support to Sales Reps, Property Managers, and Senior Management

Accountant and Salesman

JSA solar cooperation

Jan 2015 - Apr 2019 (4 years 4 months)

As an accountant and salesman,

- I was responsible for managing financial records and ensuring the accuracy of financial transactions.
- Develop new business opportunities and maintain strong relationships with existing clients.
- Analyzing financial data to prepare reports, balance sheets, and income statements, while also developing sales forecasts and budgets.
- Managed inventory and ensured that financial information was up-to-date and properly recorded.
- Provided customer service and communicated effectively with clients and colleagues to resolve any issues or discrepancies.
- Maintaining proper documentation of Financial and Stock records

Education



University of Peshawar

Executive MBA, Human Resources Management and Services

Sep 2022 - Dec 2023



University of Peshawar

Master of Commerce, HRM, Financial and Cost Accounting, Financial Management, E-Commerce, BRM, Organization Behavior

2017 - 2019



University of Peshawar

Bachelor of Commerce - B.Com, Financial and Cost Accounting, Economics, Statistics, IncomeTax, MBF, Auditing, MIS, BC, AIS

2015 - 2017



Islamia College Peshawar

Faculty Of Science, Mathematics, Statistics, Economics, English, Urdu, Islamiyat and Pakistan Studies

2013 - 2015

References:

- Aziz Ullah CEO at Center For Awareness Training And Development
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- Sohail Saddiqui Director Program at Community Management and Development Programs
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Skills

- Operations Management • Database Administration • Business Development
- Administrative Assistance • Customer Experience • Account Management
- Human Resources (HR) • Problem Solving • Interpersonal Skills • Office Administration