

MUHAMMAD SHAHID

House Adjacent to Noman Medical Store, Street 15, Madni Street, Shakrial Rawalpindi

ms23200@live.com

+92 333 5338052

ACADEMIC QUALIFICATIONS:

SSC 1997



SPECIAL SKILLS:

Microsoft office (Excel, Word, and Power Point),

Good at using MS Project and Web browsing programs.

Using PDF /Editor/ writer

Emails Outlook, Internet browsing

knowledge Computer Hardware Software

Electronic Voting Machine Operator/Technical and Logistics Support

Photo Copier Machine use and operate

Communication skills, field leadership, administrative leadership, Tendering,

Procurement, Logistics, Training preparation for Projects, HR Assistant.

EXPERIENCE:

- Working in KESTRAL GROUP as an Admin Assistant from 2005 to September 2012
- Promoted/Assistant Manager Admin from September 2012 to September 2020
- Promoted Deputy Manager/ Transfer of Service from Kestral Trading to K-Force from October 2020 to September 2021.
- Transfer from K-Force to Kestral Trading from 1st November 2021 to date

PROJECTS:

- Administration Assistant Kestral Site office F-6, Islamabad, Duties/ Petty Cash, Office Stationary minor office procurement, Tender Documents Preparation Assistant to GM Commercial from 2005 to 2012
- Project Assistant for Pakistan Petroleum Limited and NXT Energy Solution for SFD Survey in Kharan Blocks Documentation/ Arrangement for Team Security/Security Clearance from Different Agencies/ Transportation and Logistics Support in 2012
- Logistics Coordinator/Transporter, Administration Training/Hotels Arrangement for Foreigners and Pakistani Officials / 1st Pilot Project Electronic Voting Machine

- Deployment/Retrieving in NA-4 Peshawar in 2017 (SMARTMATIC and ECP Project)
- Logistics and Procurement, office Training organizer Transportation and Hotel arrangement for Foreigners and Pakistani Officials /2nd Pilot Project Electronic Voting Machine PP-20 Chakwal 2018 (SMARTMATIC and ECP Project)
 - Projects Coordinator Kestral Support Services /Tender/Proposal Preparation Administrator / Procurement Officer 2019 - 20
 - Supervisor/Procurement and Transport Officer In Covid-19 a Huge Supply of Covid Items to NDMA, Pakistan Airforce, Pakistan Army and Many others organization/ 2020-2021
 - Logistics Supervisor/ Training Organizer/Hotel Arrangement Ministry of Water Resources (WCAP) World Bank Project /Lab Equipment's Procurements and minor Construction in Nandipur/Punjab Irrigation Department
 - Logistics/Procurement Officer/ Relief Operation Flood 2022 in Rajanpur, Nowshehra, Charsadda and Peshawar
 - Deputy Manager Administration/HR, working with Business Development/ Tendering/ Procurement/ Working with Int'l Coordination Department for Visa Documents Preparation/ HR Coordinator

OBJECTIVE:

To succeed in an environment of growth and earn a job which provides me satisfaction, self-development. I seek challenging career to get a position of responsibility and commit myself for achieving organizational objectives with team effort and performance.

LANGUAGE:

1. English
2. Urdu
3. Pashto

PERSONAL DETAIL:

Name:	MUHAMMAD SHAHID
Date of birth:	25/Dec/1980
Religion:	slam
Martial state:	Married
NIC:	16010-1197135-9