

MUHAMMAD ZUBAIR



OBJECTIVE:

To join a prominent organization, where there are opportunities of learning, growth, challenges and recognition to enhance my managerial skills and learn from seniors and colleagues respond towards organization call and mission.

SCHOLASTIC:

Qualification	Institution	Year	Percentage/ CGPA
M.A(IR)	University of Balochistan Quetta	2012-2013	48%
B.A (Political Science)	University of Balochistan Quetta	2009 – 2010	50.6%
F.sc (ICS)	Tameer-i-Nau Public Collage Quetta	2004 – 2005	52.8%
Matriculation (Science)	Islamia Model High School	2002 – 2003	61.7%

EXPERIENCE:

BRDRS (Assistant Manager Admin & Finance) (January 2012 till to date)

Balochistan Rural Development & Research Society (BRDRS) is a non-government, non-profit, non-sectarian body for physical and social Development & Research based that will operate within all legal frameworks governing such organization in Pakistan.

Key Responsibilities:

- ❖ Supervises drivers, peons, and sweeper and ensures efficiency on their part.
- ❖ Supervises assets of the society vehicle/computer etc.
- ❖ Supervises log Book/s of vehicle
- ❖ Checks security arrangements of office premises and ensures safety of office and staff.
- ❖ Ensures provision of utility services and ensures continued supply without interruption.
- ❖ Negotiates Services agreements with vendors.
- ❖ Checks misuse of office facilities by staff.
- ❖ Undertakes all the work related to purchase of furniture, fixtures, office equipment, computers, vehicle etc.
- ❖ Conduct & Arranging Seminars & Ceremonies.
- ❖ Data Collection from Field
 - ❖ Preparing Voucher
 - ❖ Preparing Ledger
 - ❖ Arrangement of financing facilities from local banks
 - ❖ Ensure the efficient processing of payments and oversee follow up action on payments, claim settlements, DSA and other staff entitlements.
 - ❖ Prepares or assists in preparing various financial reports.
 - ❖ Approves and processes requisitions for supplies and equipment.
 - ❖ Prepare various payrolls.

BRDRS (Admin & Finance Assistant) (25th December 2009 -to 30th December 2011)

Balochistan Rural Development & Research Society (BRDRS) is a non-government, non-profit, non-sectarian body for physical and social Development & Research based that will operate within all legal frameworks governing such organization in Pakistan

Key Responsibilities:

- ❖ Supervises log Book/s of vehicle
- ❖ Checks security arrangements of office premises and ensures safety of office and staff.
- ❖ Ensures provision of utility services and ensures continued supply without interruption.
- ❖ Negotiates Services agreements with vendors.
 - ❖ Ordering stationery
 - ❖ Assisting Administrative Officer as necessary
 - ❖ Arranging Meetings and other Ceremonies
 - ❖ Making travel arrangements for Official Staff
 - ❖ Maintains attendance, of staff and ensures that office discipline is maintained.
 - ❖ Preparing Voucher

CONTACT:

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Quetta

Cell#

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Email

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PERSONAL:

Father's Name

Mushtaq Ahmed

Date of Birth

March, 11th, 1987

CNIC No.

54400-9520450-7

FIELD OF INTEREST

- ❖ Administration
- ❖ IT
- ❖ HR

Salsabila Departmental Store (Warehouse In-charge) (25th December 2007 -to 20th December 2009)

Salsabila Departmental Store is one of the pioneers among other super stores as it introduces the Point-of-Sale (POS) and computerized billing system along with self shopping system for its customers.

Key Responsibilities:

- ❖ Planning, coordinating and monitoring the receipt, order assembly and dispatch of goods
- ❖ The efficient utilisation of space and mechanical handling equipment and ensuring quality.
- ❖ Making Order to Companies (Supply and Demand).
- ❖ Coordinating the use of automated and computerized systems where utilized
- ❖ Keeping stock control systems up to date and ensuring inventory accuracy
- ❖ Planning future capacity requirements
- ❖ Organising the recruitment and training of staff, as well as monitoring staff performance and progress
- ❖ Producing regular reports of stock issued
- ❖ Briefing team leaders on a daily basis
- ❖ Maintaining standards of health and safety, hygiene and security in the work environment
- ❖ Overseeing the planned maintenance of vehicles, machinery and equipment.

COMPUTER SKILLS:

- ❖ MS Windows, 2000, XP, Windows 7, 8
- ❖ MS office, Corel Draw, Urdu In page,
- ❖ Internet (Browsing, E-mail, Attachments, Online Drivers & Software downloading)
- ❖ Hardware Courses (Windows, Software , Drivers installation), Troubleshooting
- ❖ One year computer Courses (ADIT)

SKILL KNOWLEDGE:

- ❖ Ability to coordinate with departments and individuals not under my control.
- ❖ Time management and project management skills.
- ❖ Ability to work with a wide variety of people.
- ❖ Strategic thinking and planning abilities.
- ❖ Teamwork Skills.
- ❖ Excellent Record Keeping.
- ❖ Organized, efficient, motivated & honest person.
- ❖ Presentation Skill.
- ❖ Communication Skill.

TRAINING:

- ❖ 2 days training on “**Financial Management**” by IRM Strengthening CSO’s Project in PC Hotel Islamabad
- ❖ 1 days Workshop on “**Procurement Management**” by IRM Strengthening CSO’s Project in PC Hotel Islamabad
- ❖ 5 days training on “**HR Management & Administration for Middle Manager**” by Assessment Strengthen Program ASP-LUMS in Lahore (2013)
- ❖ 3 days training on “**Procurement Management**” by Assessment Strengthen Program ASP-AID in PC Hotel Karachi.(2012)
- ❖ 4 days training on “**IT Skills & Computer competencies**” by Assessment Strengthen Program ASP-Aid in PC Hotel Karachi (2012)
- ❖ 1 days training on “**Workplace ethics and Code of Conduct**” by Assessment Strengthen Program ASP-Aid in PC Hotel Karachi (2012)
- ❖ 2 day’s Workshop on “**Financial Management & Book Keeping**” by (PPAF) Pakistan Poverty Alleviation Fund in (BRSP) Balochistan Rural Support Program Quetta.(2010)

LANGUAGES: Urdu, English , Punjabi, Pashto

TYPING SPEED: Urdu: 30, English: 35

REFERENCES:

Name	Designation	Organization	Contact #/Email
Ihtram Majeed	CEO	BRDRS (Balochistan Rural Development & Research Society)	0333-3833030 ceo@brdrs.org.pk
Mohibullah Kakar	Provincial Finance & Admin Manager	NCHD (National Commission for Human Development)	0346-6999911 mohib.kakar@gmail.com