



Uzair Aziz
Admin Manager South

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03174098584

lahore, Pakistan

Hardworking and versatile Administrative Senior Admin officer with proven organizational skills and thorough knowledge of corporate policies and procedures. Excellent communication and people skills with extensive strategic planning capabilities

WORK EXPERIENCE

Senior Admin officer dispatch (Lahore) Jadeed Feed Industries

11/2018 - Present Lahore

Achievements/Tasks

- Working as Senior Admin officer in Jadeed Feed industries (Pvt. Ltd). One of the leading brands of the poultry industry sells (chicks & Feed) nationwide and internationally
- Supervising the day-to-day operations of the administrative department and staff members. Training, and evaluating employees and taking corrective action when necessary. Developing, reviewing, and improving administrative systems, policies, and procedures
- Coordinated representing campaigns of company at major exhibitions for brand awareness and to enhance customer perception of the company's product

Creative content writer & Marketing Executive H.Sheikh Noor-Ud-Din & sons

01/2017 - 09/2017

Achievements/Tasks

- Worked in a multinational organization H.Sheikh Noor-Ud-Din & sons, one of the biggest manufacturers of humanitarian core relief items for UN, UNICEF, UNHCR, and US Aid as Admin executive
- Promoting process improvement regarding the administrative matters
- Foreign delegations handling

EDUCATION

BBA (Hons) University of Central Punjab UCP

2012 - 2016 Lahore

Courses

- Marketing/HR management

F.Sc General M. Musa Govt. College Quetta

Courses

- Science

SSC Garrison Academy Quetta

Courses

- Science

SKILLS

- Leadership
- Adaptability
- Project Management
- Vendor management
- Creativity & Problem-Solving
- Planning & Implementation
- Strong communication skills – including both verbal and written
- Time management
- Effective coordination
- Policy implementation
- Staff supervision and development

PERSONAL PROJECTS

Established fast Food cart (06/2020 - 05/2021)

Charity organization (11/2020 - Present)

ACHIEVEMENTS

Best Employee Jadeed Feed Industries
(06/2022 - 06/2022)

Rap Battle (05/2015 - 05/2015)

Table tennis tournament (09/2010 - 09/2010)

LANGUAGES

- English
Full Professional Proficiency
- Urdu
Full Professional Proficiency
- Punjabi
Full Professional Proficiency

INTERESTS

- Chess
- Book reading
- Sports
- Gaming
- Arts & Music
- travelling
- Watching documenries