**Salman Bakht**

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**Career Objective**

Looking for a new and challenging managerial position, one that will make best use of my existing skills & experiences also further my personal development..

CORE COMPETENCIES

Microsoft Office Suite

Office Management

Administrative Support

Excellent Communication Skills

Planning Skills

Time Management

IT Application

Project Management

Education

MBA (Continue..) – ILMA UNIVERSITY

B.COM - KARACHI UNIVERSITY

Additional CERTIFICATION

Certified Programming in Cobol, Fortran, Basic, IBM Assembler, RPG & EDP Concepts

Diploma in Computer Science

Software Engineering Certificate (NED University)

Professional Experience

***polytex international (polyester yarn spinners and thread producers)***

***a***dmin Manager & HR Executive, August, 2019 – Present

* Manages all Administrative functions i.e. Housekeeping, Gardening, Fleet Management, Transportation, Event Management, Travel Management, Fire and Safety etc.
* Manage the recruitment and selection process
* Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
* Oversee and manage a performance appraisal system that drives high performance
* Manages person for maintenance, mailing, shipping, supplies, equipment, bills and errands
* Organize and schedule meetings and appointments
* Dealing with Government department like EOBI, SESSI, KE, WAPDA and SSGS department etc,
* Partner with HR to maintain office policies as necessary
* Organize office operations and procedures
* Control activities like parking space allocation, waste disposal, building security/surveillance etc.
* Manage relationships with vendors, service providers and landlord, ensuring that all items are invoiced and paid on time
* Manage contract and price negotiations with office vendors, service providers and office lease
* Responsible for creating PowerPoint slides and making presentations
* Manage executives' schedules, calendars and appointments
* Responsible for developing and implementing office policies by setting up procedures and standards to guide the operation of the office
* Assign and monitor clerical, administrative and secretarial responsibilities and tasks among office staff
* Preparing annual budget for the office, planning the expenditures, analyzing variances and carrying out necessary corrections that may arise
* Oversees building and grounds maintenance, Operates and maintains custodial functions.
* Supervise Security Staff, Janitorial Staff & Canteen Staff members.
* Performing regular HR related works
* Reviewing, updating and maintaining proper filing of PF Forms, HR handbook, performance appraisal form and training schedules
* Monitor and maintain office supplies inventory. Review and approve office supply acquisitions
* Maintain a safe and secure working environment
* Resolve building Electrical and Mechanical problem immediately with the coordination of concerned department.

***Interflow communications (pvt) ltd.***

## *Manager Admin & HR Executive, Nov 2014 – July 2019*

* Creating reports, buy order, dealing with vendors, organization management of the office areas, canteen supervision
* Arrange presentations, organizing meetings, travel arrangement, receiving and sending emails and faxes, maintaining confidential files
* Safety and fire defense system supervision, industry vehicle management, formulating arrangements for meetings and parties
* Local buys such as stationery, minor items, electronic devices maintenance and management - local telephone, intercom, printer, EPABX, fax, internet facility, liaison with electricity dept., local telephone dept., police, municipal corporations and other government department
* Manage Janitorial staff for maintain the office neat and clean
* Manage services of the contractor - civil housekeeping, electrical, plumbing, management support employees managements, co-ordination, maintenance of AMC-s of computers, photocopiers, faxes etc.,
* Monitor and manage security guards and watchman by CCTV DVR online
* Plan budgets for contracts, equipment, and supplies
* Organize events like Annual General Meeting, Top Management meeting, Staff Picnics with all arrangement of Lunch and dinner
* Provides supplies by identifying needs for reception, switchboard, mailroom, and kitchen; establishing policies, procedures, and work schedules
* Manage Fleet Management, Travel arrangement and Health Safety environment
* Bridge management and employee relations by addressing demands, grievances or other issues
* Manage the recruitment and selection process
* Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
* Oversee and manage a performance appraisal system that drives high performance

*Kitchen secrets industries (pvt) Ltd.*

**Sr. Admin & HR Officer , Sep 2005 – Oct 2014**

Maintains administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities

Oversee the maintenance and repair of machinery, equipment, and electrical and mechanical systems  
Buy, store, and distribute supplies

Develop, manage, and monitor records. Plan budgets for contracts, equipment, and supplies  
Organize events like Annual General Meeting, Top Management meeting, Staff Picnics with all arrangement of Lunch and dinner.

Plan long and short-term maintenance needs. Provides supplies by identifying needs for reception, switchboard, mailroom, and kitchen; establishing policies, procedures, and work schedules  
Purchases printed materials and forms by obtaining requirements; negotiating price, quality, and delivery; approving invoices.

Managing Security staff and watchman etc,

Completes special projects by organizing and coordinating information and requirements;   
planning, arranging, and meeting schedules; monitoring results

Ensure that facilities meet environmental, health, and security standards and comply with government regulations

Achieves financial objectives by anticipating requirements; submitting information for budget preparation; scheduling expenditures; monitoring costs; analyzing variances

Monitor daily attendance using attendance software.

Provide advice and recommendations on disciplinary actions

Performing regular HR related works

Reviewing, updating and maintaining proper filing of PF Forms, HR handbook, performance appraisal form and training schedules

***KASH INTERNATIONAL (PVT) LTD.  
IT Administrator cum Executive Secretory , August 2001 - August 2005***

To maintain Filing System on Computer and Manually

Managed Logistics, tracking and Web based Order Tracking System.

Making connectivity with other computer

* Solving all type of hardware and software problems
* Resolve all network technical problems
* To perform all jobs as an Assistant of Managing Director
* Self correspondence through email and faxes
* Maintain Purchase Order data base on Quick Books Accounting Software

Handling all Accounting Transaction on Computer thru Oracle based Program

Troubleshooting and supporting multiple OS and hardware environments. Resolve printer issues, synchronization with outlook and more.

REFERENCE

Will be provided on request