

## **COVER LETTER**

**Danish Rizvi**

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0092333-3999321

Dear HR Manager,

When I learned of your need for an experienced Administrative Manager, I felt compelled to submit my resume for your review. With more than 14 years of experience in diverse aspects of administrative management complemented by my proven ability to successfully spearhead operations and staff, I am confident in my ability to significantly benefit your organization in this role.

From developing administrative systems and managing organizational procedures to building solid relationships and training and developing high-performance teams, I am able to provide comprehensive office leadership and support. My ability to interface across organizational levels and functions to drive policy development and enhance productivity and efficiency—along with excellent problem solving and communication skills—prepares me to thrive in this challenging position.

***Consider the following highlights of my qualifications:***

Overseeing comprehensive administrative responsibilities throughout distinguished career, encompassing personnel training and coaching, records management, correspondence, payroll administration, and supply management.

Leveraging expertise in overarching process improvement to continually enhance internal tools and procedures and significantly boost productivity and efficiency.

Utilizing superior leadership, issue resolution, mentoring, and motivational skills to propel programs and staff to peak results.

With my demonstrated administrative management experience and my enthusiasm and dedication to achieving success, I am confident that I could swiftly surpass your expectations for this role. I look forward to discussing the position in detail.

Thank you for your time and consideration.

Kind Regards,  
Danish Rizvi

NAME	<b>Danish Rizvi</b>
DATE OF BIRTH	July 28, 1986
MARITAL STATUS	Married
ADDRESS	H # R-39 Baloch Goth, Block-13 D/3 Gulshan-e-Iqbal, Karachi, Pakistan.
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### Professional Summary

Well-rounded professional with 14+ years of expertise with diversified role working in industries like constructions, electrical contractor, Agha Khan, BPO, Travels and Tourism, Advertising etc. managing and performing key operation functions that included planning , resource management, negotiations , factory , office administration, team building , time management , problem resolution just to name a few.

Widely recognized for my core competencies in all the organizations I have worked with. My interpersonal skills provide the edge to gel-in within organizations/people with diverse cultural differences keeping integrity.

My diversified experience and job knowledge not only bring enrichment to the organization but also helps me progress both vertically and horizontally.

#### **My aspirations:**

- To be remembered as the best father, trust worthy friend and a great person to work for & with
- To have bigger & more challenging tasks to test my capabilities and learn new things
- To be an **"Elan-Vital"** of a dynamic corporate.

PERFORMANCE STRENGTH		
Office Administration	Resource Management / Cost Reduction	Problem Resolutions
Negotiation Skills	Interpersonal Skills	Time Management
System Thinking	Warehouse / Inventory Management	Top notch Business Communication / Presentation Skills
Empowerment / Motivation	Coaching / Mentoring	Decision Making

### Academic Credentials

Bachelors of Arts (B.A.) from **University of Karachi**

### Travelling

Travelled UAE (multiple times)

## Career History

COMPANY	PERIOD		DESIGNATION
	From	To	
SG Allied Business Limited	Jun 2021	Date	Manager Administration
Weals Technologies	May 2018	Dec 2020	Manager Administration
National Engineers & Co.	Aug 2016	April 2018	Manager Admin & HR
Sallow Power & Co.	Sept 2014	July 2016	Manager Administration
Agha Khan Hospital	Jun 2013	Aug 2014	Medical Record Officer
JWT - A Division of WPP Marketing Communications	Dec 2010	Feb 2011	Internee (Client Services)
TRG - (Telenor)	Apr 2009	Nov 2010	Customer Support Executive
Ibex Travel and Tourism LLC Dubai	June 2007	Jan 2009	Sales & Marketing Executive

**SG ALLIED BUSINESSES LIMITED**  
**Manager Administration****June 2021 Till Date**

- Assisting CEO and updating him with different matters regarding the Head Office & Site Offices.
- Coordinating with vendors to install and repair all hardware and software around the office and the factory. This includes but is not limited to office furniture, landlines, computer, telephones, internet and etc.
- Enforcing payment policies for cold store and rental parties.
- Coordinating with staff members to ensure that cleanliness is maintained in the factory at all times.
- Following housekeeping duties including but not limited to taking rounds of the facility and ensuring it is clean of trash, debris etc. at all times and cleanliness is maintained.
- Maintaining inventory of all running items.
- Keeping track of when fire extinguishers are getting expired around the facility and refilling them when required.
- Ensuring ensure safety policies and regulations are implemented around the factory and its workers.
- Communicating and coordinating with security supervisors to ensure that their schedules are maintained and their duties are being followed.
- Keeping up the record & purchasing of all kitchen and Sanitary wares.
- Maintaining and records keeping of Generators, Cars, Lifts and etc.
- Overseeing administration and facilities management (Office Administration, Transport, Reception, Telephone Exchange, Gate Office, Dispatch, Sanitation, Gardening, Dispensary, Canteen etc.)
- Oversee management of security tools & equipment such as alarm systems, video surveillance systems (CCTV) etc. to optimize effectiveness.
- Dealing with different vendors for the company and keeping record of them.
- Sustain Staff's loan & leaves approval and records.

**WEALS TECHNOLOGIES**  
**Manager Administration****May 2018 Till Dec 2020**

- Assisting CEO and updating him with different matters regarding the Head Office & Site Offices.
- Distributing the salary of site employees & labors.
- Maintaining all employee's attendance and other records (Staff & Labor)
- Dealing with different vendors for the company and keeping record of them.
- Purchasing, records keeping & making the MIS of the safety Materials.
- Sustain Staff's loan & leaves approval and records.
- Keeping up the record & purchasing of all kitchen and Sanitary wares.
- Maintaining and records keeping of Generators, Cars and etc.
- Installation & repairing of software, cameras, thumb machine, Photostat machine, all type of printers, UPS & related items.
- Purchasing, records keeping & making the MIS of the all Electronics items.
- Maintaining head office & site office Internet connections.
- Administrate Purchasing & repairing all head office & site offices furniture & related items.
- Record keeping & paying Head Office all type of Bills.
- Keeping up the record & purchasing of all types of copies & binding.
- Supervising the labors and the other staff in any accident or casualties.
- Purchasing, records keeping & making the MIS of the stationary items.
- Maintaining all landline connections & extension cards.

**NATIONAL ENGINEERS & CO.**  
**Manager Admin & HR****Aug 2016 Till April 2018**

- Assisting CEO and updating him with different matters regarding the Head Office & Site Offices.
- Distributing the salary of site employees & labors.
- Maintaining all employee's attendance and other records (Staff & Labor)

- Dealing with different vendors for the company and keeping record of them.
- Purchasing, records keeping & making the MIS of the safety Materials.
- Sustain Staff's loan & leaves approval and records.
- Keeping up the record & purchasing of all kitchen and Sanitary wares.
- Maintaining and records keeping of Generators, Cars and etc.
- Installation & repairing of software, cameras, thumb machine, Photostat machine, all type of printers, UPS & related items.
- Purchasing, records keeping & making the MIS of the all Electronics items.
- Maintaining head office & site office Internet connections.
- Administrative Purchasing & repairing all head office & site offices furniture & related items.
- Record keeping & paying Head Office all type of Bills.
- Keeping up the record & purchasing of all types of copies & binding.
- Supervising the labors and the other staff in any accident or casualties.
- Purchasing, records keeping & making the MIS of the stationary items.
- Maintaining all landline connections & extension cards.

**SWALLOW POWER & CO.**  
**Manager Administration**

**Sept 2014 Till July 2016**

- Assisting CEO and updating him with different matters regarding the Head Office & Site Offices.
- Distributing the salary of site employees & labors.
- Maintaining all employee's attendance and other records (Staff & Labor)
- Dealing with different vendors for the company and keeping record of them.
- Purchasing, records keeping & making the MIS of the safety Materials.
- Sustain Staff's loan & leaves approval and records.
- Keeping up the record & purchasing of all kitchen and Sanitary wares.
- Maintaining and records keeping of Generators, Cars and etc.
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**AGHA KHAN HOSPITAL**  
**Medical Record Officer**

**June 2013 Till Aug 2014**

- Medical Record Officer (Aga Khan Hospital) Acknowledging Customers. Providing facilities according to their needs. Maintaining Customers file records & data entry.
- Develop and update the knowledge of clients.
- Follow up with the clients to close the deal.
- Effectively manage time & prioritize responsibilities with a positive attitude and strong interpersonal skills.
- Reviewing database of corporate clients.

**JWT (A DIVISION OF WPP MARKETING COMMUNICATIONS)**  
**Internee (Client Services)**

**Dec 2010 Till Feb 2011**

- Develop and update the knowledge of clients.
- Follow up with the clients to close the deal.
- Coordinate with the operations team to ensure total customer satisfaction.

- Following up on customers' requests ensure our customer remains satisfied even after with our products and services.
- Serves as point of contact for business customer issues, and deal with them in a polite manner to assess and analyze the situations.
- Effectively manage time & prioritize responsibilities with a positive attitude and strong interpersonal skills.
- Building trustworthy relation with customers to maintain business loyalty & retention.
- Ensure that customer problems & complaints are handled professionally, effectively, maintained at a minimum level & resolved up to the highest level of customer satisfaction.
- Analyze Competitors Activities, Introducing new promotional strategy.

**TRG – THE RESOURCE GROUP (TELENOR DIV)**  
**Customer Support Executive**

**April 2009 Till Nov 2010**

- Develop and update the knowledge of clients.
- Provide feedback to the management about the present market trend on the products.
- Follow up with the clients to close the deal.
- Coordinate with the operations team to ensure total customer satisfaction.
- Following up on customers' requests ensure our customer remains satisfied even after with our products & services.
- Effectively manage time and prioritize responsibilities with a positive attitude and strong interpersonal skills.
- Building trustworthy relation with the customers to maintain business loyalty and retention.

**IBEX TRAVELS & TOURS L.L.C, DUBAI, UAE**  
**Sales & Marketing Executive**

**June 2007 Till Jan 2009**

- Supervise the sales activities of the organization.
- Assisting & leading a team of sales in the achieving the sales targets on annual and monthly basis.
- Analyze Competitors Activities, Introducing new promotional strategy.
- Reviewing and appraising, regular & systematical results obtained by the respective branch for the business & take prompt and corrective action whenever needed to improve the performance.
- Ensuring that there is appropriate co-ordination & co-operation between the executives that reports directly, and also those executives who reports to sub-ordinates.
- Maintaining visual merchandising standards.
- Reviewing database of corporate clients.
- Planning and implementing various methods to achieve targets and budget plans.

### **Personality Traits**

- Strong written and spoken communication skills
- Creative problem-solving skills and analytical skills.
- Excellent Interpersonal skills.
- Research capabilities / Objective oriented / Target setter.
- Confident / Self-motivated.
- Willingness to work unusual hours
- Ability to handle pressure and evaluate complex situations with resolutions.
- Passion for delivering excellent customer service in a cost-effective way.
- Always meet the deadlines with accuracy.
- A team player with leadership skills.

### **Interest / Hobbies**

Industry related articles, surfing net, socializing, reading/reciting poetry, Cricket etc.

### **Business & Personal References**

- Available upon request.