

RESUME

TABISH SALEEM

ADDRESS: 303/15 DASTAGIR SOCIETY FEDERAL B AREA KARACHI

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PERSONAL INFORMATION:

FATHER'S NAME	:	SALEEM-U-DIN KHAN
RELIGION	:	ISLAM
NATIONALITY	:	PAKISTANI

ACADEMIC QUALIFICATION:

- Matriculation (Science) from Board of Secondary Education Karachi.
- Intermediate (Pre -Engineering) from Board of Intermediate Education Karachi.
- B COM (Karachi University).

COMPUTER SKILLS:

- Certified from Skill Development Council in CIT.

EXPERIENCE:

• **EXECUTIVE ASSISTANT TO CEO IN MULTINATIONAL FOOD COMPANY**

ATTAINING PHONE CALLS AND EMAILS, ANSWERING THEM IN SAME MANNER.
ARRANGEMENTS OF TRAVELING PLANS.
COORDINATION WITH ALL LEVEL OF MANAGMENTS.
TYPING AND DRAFTING OF ALL LETTERS.
MAKING AND SCHEDULING OF PLAN OF ACTION
MAKING MINUTES OF MAKING
SHEDULING OUTLOOK CALENDER
VISIT TO DIFFERENT SITES WITH BOSS
MANAGING AND COLLECTION OF DOCUMENTS, FILING.
ARRANGEMENTS OF MEETING
KEEPING AND MAINTAINING ACCOUNTS.

• **INVEREX CUSTOMER CARE as HR /ADMIN COORDINATOR.**

Checking attendance on daily basis, Report weekly staff attendance to the HR.
Making monthly attendance and payroll.
Completing salaries and report to Accounts.
Perform daily basic duties on general administration work.

• **EXECUTIVE ASSISTANT to Chairman of Popular Group of Industries Senator Mr Imamuddin Shoukeen Sb.**

Making daily action plan. Manage his security, receiving phone calls.
Searching of invention and innovation in industrial machinery. conducting managing interviews. Gather information from directors and reporting to Chairman. Visiting out of cities, meeting on secretarial actions

• **GREEN CRESCENT TRUST.**

Performing duties as Social Organiser, in charge of OSP project, compile the data of candidate and students in schools, staff detail reporting on weekly basis. Distribution of funding in form of stuff. in more reporting it to the project manager

• **The Educators as Ac / Admin officer**

Performing duties in administration works, maintaining accounts.

• **Progressive International Books Agency as Marketing Executive.**

- Visit to educational institutes for the product purpose. Arranging book fairs, receive customers' feedback, reporting to Director

INTERSHIP :

• **4 months internship in Clariant Pakistan as Lab Coordinator.**

Receiving TARS on daily basis from the marketing department, reporting to Lab in charge, evaluate recipes on SAP. Sending it to the lab for making master batch for customer. Rechecking of material and dispatch to the customer.

Receiving feedback from the marketing department and report to the lab manager

REFERENCE:

Will be furnished on Demand.

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