

ATIF FARRUKH SHAIKH

2/LT JANZAB Military Force (PAK-ARMY)

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Dear Sir / Madam

This letter is to introduce myself for an available position in your organization. My diversified and in-depth Professional work experience at **RAJWANI DENIM MILLS LTD**, coupled with a record of outstanding performance at both professional and academic level, has enabled me to present myself as a potential candidate for a suitable position.

I have been consistently providing professional services at the firm that proves my determination and demonstrates my unyielding commitment. I offer a good blend of professional experience, requisite knowledge and skills to become a vital member of your organization.

I have been inducted in Pak Army (Janbaz Force) and completed the pre-commission course and serving as 2nd LT.

Presently, I am working for **ADAMJEE TEXTILES** as a Deputy Admin Manager & Security. I have had opportunities to perform various sales activities. This exposure to a wide spectrum of clients with a variety of work experience has provided me with an in-depth view of the Marketing/ advertising/administrative strategies. Moreover, it has enriched me professionally and equipped me with the traits needed to deal with a variety of situations in an innovative, effective and efficient manner.

I am looking for a career opportunity that is commensurate with my skills and qualification and that can provide me with a competitive working environment coupled with the opportunity for career growth.

Regards

Atif Farrukh Shaikh

Encls: Resume

ATIF FARRUKH SHAIKH	Address	Residence	Block-18, B-194 GULSHAN IQBAL, KARACHI.
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OBJECTIVE

Seeking a challenging position in a dynamic organization with the aim to contribute towards organizational success by enhancing ethical and competency standards, to excel consistently and meet the organization's expectations while constantly availing opportunities to learn and grow.

PROFESSIONAL AND ACADEMIC EDUCATION

Particulars	Board	Year	Results / Achievement
Master's in Business Administration- Marketing	Muhammad Ali Jinnah University	2013	Qualified 2.6 CPGA
Bachelor of Commerce	DHA College for men – Phase VI	2006	Secured 2nd Division
Matriculation	St. Patrick High School	2004	A grade

EXPERIENCE**ADAMJEE TEXTILES as Deputy Admin Manager & Security (20th Aug 2020 – Presently)**

My key responsibilities are:

- Makes travel arrangements for senior staff such as booking flights, cars, and hotel or restaurant reservations.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Supports team by performing tasks related to organization and strong communication.
- Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques
- Control budgets for security operations and monitor expenses
- Recruit, train and supervise security officers and guards
- Attend meetings with other managers to determine operational needs
- Coordinate staff when responding to emergencies and alarms, review reports on incidents and breaches
- Investigate and resolve issue and create reports for management on security status
- Analyze data to form proposals for improvements (implementation of new technology).
- Plan and coordinate administrative procedures and systems and devise ways to streamline processes
- Recruit and train personnel and allocate responsibilities and office space
- Assess staff performance and provide coaching and guidance to ensure maximum efficiency
- Ensure the smooth and adequate flow of information within the company to facilitate other business operations.
- Manage schedules and deadline and monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints, monitor costs and expenses to assist in budget preparation.
- Oversee facilities services, maintenance activities and tradespersons (electricians, drainage) and organize and supervise other office activities (recycling, renovations, event planning etc.)
- Ensure operations adhere to policies and regulations for all janitorial staff regularly.
- Keep abreast with all organizational changes and business developments
- Provides administrative support to ensure efficient operation of office.
- Answers phone calls, schedules meetings and supports visitors.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
- Provides information by answering questions and requests.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Plan and supervise administrative activities such as construction, building maintenance, parking arrangements, canteen management.
- Electrical services, plumbing, carpenter issues, access control of CCTV and maintenance. Security arrangements with security agencies.
- Plan and coordinate security operations for specific event.

RAJWANI DENIM MILLS LTD as Manager and Admin Securities (1st Nov 2019- 15th Aug 2020)

My key responsibilities are:

- Develop and implement security policies, protocols and procedures
- Control budgets for security operations and monitor expenses
- Recruit, train and supervise security officers and guards
- Attend meetings with other managers to determine operational needs
- Plan and coordinate security operations for specific events
- Coordinate staff when responding to emergencies and alarms, review reports on incidents and breaches
- Investigate and resolve issue and create reports for management on security status
- Analyze data to form proposals for improvements (implementation of new technology).
- Plan and coordinate administrative procedures and systems and devise ways to streamline processes
- Recruit and train personnel and allocate responsibilities and office space
- Assess staff performance and provide coaching and guidance to ensure maximum efficiency
- Ensure the smooth and adequate flow of information within the company to facilitate other business operations.

- Manage schedules and deadline and monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints, monitor costs and expenses to assist in budget preparation.
- Oversee facilities services, maintenance activities and tradespersons (electricians, drainage) and organize and supervise other office activities (recycling, renovations, event planning etc.)
- Ensure operations adhere to policies and regulations
- Keep abreast with all organizational changes and business developments

NEXTERA DISTRIBUTION as Distribution and Sales Manager (April 2018 - 31ST OCT 2019)

My key responsibilities in NEXT ERA were:

- Review invoices, work orders, consumption reports, or demands forecasts to estimate peak delivery periods to issue work assignments.
- Schedule and monitor surface pickup, delivery, distribution of products/materials.
- Interview, train and select warehouse supervisory personnel.
- Confer with department heads to coordinate warehouse activities, like production, sales, records control and purchasing.
- Inspect physical conditions of warehouse, vehicle fleets, or equipment's order testing, maintenance repairs and replacements.
- Develop and document standard emergency operating procedures for receiving, handling, storing, shipping and salvaging products and materials. Examine products or materials to estimate the quantities or weight type of container required for storage.
- Negotiate with carriers, warehouse operators or insurance company representatives for services preferential rates.
- Issuing shipping instructions and provide routing information to make sure that delivery times locations are coordinated, examine the invoices shipping manifests for conformity to tariff customs regulations.
- Prepare or direct preparation of correspondence, reports and operations, maintenance and safety manuals.
- Develop plans for storage distribution activities, emphasize technological solutions.
- Develop storage models for locations and maximize operational efficiency and sustainability.
- Evaluate contractors, business partners for operational efficiency, safety environmental performance records.
- Evaluate freight and inventory costs associated with transit.
- Identify and implement carbon minimization activities to effect carbon emissions.

SMOLLAN -As Team Leader (Manager)

My key responsibilities in SMOLLAN are:

- Responsible for ensuring best implementation of consumer Engagement activities in the assigned territory in order to promote the brand.
- Lead and develop relevant communication platform and manages consumer engagement team with key focus on excellence in execution of Consumer Engagement programs/activities/event in all relevant touch points or during LAS (legal age smokers) events by proactively cooperating with sales and trade marketing representative of the brand to ensure all necessary stock and optional conditions for engagement activities in the locations.
- Identifying opportunities and issues in assigned territory and provide feedback and solutions. Supervising and controlling the consumer engager's activities and performance towards efficient and effective standards. Coach, motivate and engage the team members to ensure continuously improving performance levels.
- Identify and influence market trends, needs and interest of adult consumer smokers, in order to apply the most relevant and creative ways to approach them and to provide the best brand experience.

ZENITH SECURITIES PRIVATE LIMITED

SECURITY COMPANY

Worked as Manager Operations & Admin.

- Write or review security-related documents, such as incident reports, proposals, and tactical or strategic initiatives.
- Train subordinate security professionals or other organization members in security rules and procedures.
- Plan security for special and high-risk events.
- Order security-related supplies and equipment as needed.
- Coordinate security operations or activities with public law enforcement, fire and other agencies.
- Attend meetings, professional seminars, or conferences to keep abreast of changes in executive legislative directives or new technologies impacting security operations.
- Assist in emergency management and contingency planning.
- Respond to medical emergencies, bomb threats, fire alarms, or intrusion alarms, following emergency response procedures.
- Recommend security procedures for security call centers, operations centers, domains, asset classification systems, system acquisition, system development, system maintenance, access control, program models, or reporting tools.
- Prepare reports or make presentations on internal investigations, losses, or violations of regulations, policies and procedures.
- Identify, investigate, or resolve security breaches.
- Monitor security policies, programs or procedures to ensure compliance with internal security policies, licensing requirements, or applicable government security requirements, policies, and directives.
- Analyze and evaluate security operations to identify risks or opportunities for improvement.
- Create or implement security standards, policies, and procedures.
- Conduct physical examinations of property to ensure compliance with security policies and regulations.
- Communicate security status, updates, and actual or potential problems, using established protocols.

Jubilee Life insurance -As Team Manager			
INSURANCE	My key responsibilities in Jubilee Life insurance. <ul style="list-style-type: none">▪ Designing and implementing effective marketing strategies to sell new insurance contracts or adjust existing ones.▪ Appraising the wishes and demands of business or individual customers and selling the suitable protection plans.▪ Develop a strategy the team will use to reach its goal▪ Monitor team members' participation to ensure the training they are being provided is being put into use, and also to see if any additional training is needed.		
	APNA MICRO-FINANCE BANK		
BANKING	I was responsible for assisting senior management in the efficient management of administrative services of the Bank, such as the day-to-day management of facilities, mail processing, courier service, branch operations support and compliance, security and safety related functions, and branch operations staff training. Performs direct supervisory duties of administrative staff, coordinates staff for coverage in all related areas of the department, including mail and courier services.		
FIREBALL PRIVATE LIMITED (Activity based Marketing)			
ADVERTISING COMPANY	Worked as Head supervisor (Activity based Marketing). <ul style="list-style-type: none">• Managing all marketing for the company and activities within the marketing department.• Developing the marketing strategy for the company in line with company objectives.• Co-ordinating marketing campaigns with sales activities.• Creation and publication of all marketing material in line with marketing plans.• Manage and improve lead generation campaigns, measuring results.• Overall responsibility for brand management and corporate identity• Monitor and report on effectiveness of marketing communications.• Creating a wide range of different marketing materials.• Working closely with design agencies and assisting with new product launches.• Maintain effective internal communications to ensure that all relevant company functions are kept informed of marketing objectives.		
Projects During MBA		Electives	
<ul style="list-style-type: none">▪ Conducted a Workshop on Time Management in Human Resource Course and on other various topics.▪ Worked as a promotion co-coordinator for the project BRAIN TWISTER.		<ul style="list-style-type: none">▪ Advertising.▪ Brand Management.▪ Customer Relationship Management.▪ Marketing Management.▪ Supply Change Management.▪ Product Management.	
Personal Information		IT Proficiency	Extra-Curricular / Achievements
Marital Status:	Married	<ul style="list-style-type: none">▪ Proficient in Microsoft Office applications particularly MS Word, MS Excel and Power Point.	<ul style="list-style-type: none">▪ Actively participated in organizing various school events▪ Participated actively in various competitions at school level and college level.▪ Achieved trophy in naat competition.▪ Achieved trophy in singing competition.▪ Outdoor/indoor games▪ Played volley ball at inter and college level▪ Played badminton and basketball at college level.
Date of Birth:	October 25,1986		
Language Proficiency:	English and Urdu		
Nationality:	Pakistani		
Gender:	Male		
Geographical Preference:	Can travel for official assignments		
References	Will be made available upon request		
Availability	1 month notice		