

MUHAMMAD SALMAN MASOOD

Senior Administrative Professional



Senior progressive experience in multiple areas of Administrative Management including Finance, Human Resources, Procurement, Purchasing, and Budgeting across Oil & Gas, Construction, and Fashion & Retail Industries

Master of Business Administration (MBA)

- **A resourceful and meticulous Administrative Manager** having intensive knowledge of policies, procedures, and regulations of administrative and departmental programs, and supervisory techniques, personnel policies, and procedures
- **An innovative and performance driven Project Administrator** with proven track record of making key performance optimization projects cost-effective and successful. Major projects are
 - *Mehran Highway Phase-III from Port Qasim Road to Steel Mills Road (3.13 Km)*
 - *3 Main Roads Construction including Drain Channels in Landhi Industrial Area, Karachi*
- **Possess demonstrating ability to take initiatives;** organize and prioritize tasks; and assume responsibility for administrative projects from inception to completion
- **Skilled at** managing and executing multiple intricate projects simultaneously through *feasibility study, tender documentation, construction supervision, functional specifications documentation, map analysis*
- **Business driven and goal-oriented professional** having proven competence in providing high-level administrative support in technical and busy office environment, including interfacing with all levels of personnel
- **An effective communicator,** team builder and analytical problem solver thoroughly committed to excellence administratively. **Major achievements are:**
 - *30% reduction in local supply costs at NESPAK (Pvt.) Ltd*
 - *30% inventory saving at NESPAK (Pvt.) Ltd*
 - *300% reduction in operational cost of office machinery at NESPAK (Pvt.) Ltd*
 - *200% increase in sales of Maria B. Designs (Pvt.) Ltd in 2014-15*
 - *90% increase in departmental efficiency and productivity at Maria B. Designs (Pvt.) Ltd*
 - *250% increase in registration of establishment with EOB, 300% increase in registration of insured person, 110% increase in collection of contribution, and 236% increase in disbursement of pension in year 2013-14 in EOB*

CORE STRENGTHS AND ENABLING SKILLS

- | | | |
|----------------------------------|----------------------------|--|
| • Administrative Operations | • Revenue Maximization | • People Management |
| • Project Management | • Purchasing, Procurement | • Strong Communication & Presentation Skills |
| • Cost Control Measures | • Price Control Monitoring | • Proficiency in English, Urdu |
| • Event Management | • Conflict Resolution | • MS Office |
| • Report Writing & Documentation | • Training & Development | |

PROFESSIONAL EXPERIENCE

Sep 2015 – Apr 2021

Administrative Officer
NESPAK (Pvt.) Limited, Pakistan

Responsibilities/Accomplishments:

- **Leading and managing 300 employees (8 Supervisors) and 4 offices in Karachi region**
- **Reporting to Vice-President directly** on achievements and progression of assigned projects
- **Managing purchases budget of PKR 500M per annum approx.** by working closely with Manufacturing & Quality Departments and ensuring construction process flows smoothly
- **Reduced local supply costs up to 30%** by negotiating new supply contracts on improved terms
- **Reduced operational cost of office machinery up to 300%** by introducing refilled branded accessories against brand new where possible as deemed fit i.e. without compromising on quality of work

- **Saved 30% inventory** through managing company's critical raw material suppliers, secondary packaging manufacturers and their respective supply contracts and ensuring strong relationships with partners
- **Managing a team of professionals** to complete a range of administrative duties in different departments including Finance, Transportation, Procurement, Protocol & Liaison
- Streamlining auctions for used and obsolete machinery equipment
- Monitoring expenses after improving sourcing and negotiating new supply contracts and assisting in budget preparation
- Monitoring Project Lead Time for big projects by analyzing and directing company's freight carriers, optimum cost, quality and delivery
- **Devising new approaches to preparing and updating Project Management Plan** covering scope of work, time schedule, budget, risk, communications, quality, procurement and human resource in addition to complete coordination with stakeholders
- Applying sound administrative approach in defining scope of work, calculating budget, preparing tenders, finalizing contracts with suppliers and contractors
- Responsible for purchase of material and schedule the various contracts, comparing the work progress of contractors through Earned Value Management, maintaining documents filing system integrated with Monitoring & Control, and identify and liaise with all the involved stakeholders, including Procurement Department to streamline issues and maintain ledgers for Cost Controlling
- **Up to date with Court matters** regarding different cases by existing employees, ex employees to relevant Courts i.e, NIRC, Labor Court, Session Court, High Court, Federal Ombudsman with the approval of Law Division, Central Office, NESPAK Lahore.
- **Coordination with law firms, management** and report every individual case hearing to GM/ Acting Head and also inform Law office, Coordination Division through telephonic conversations and courier
- **Resolved 60%** Court cases in favor of management within two months with the help of assigned team of law firms and management of NESPAK Karachi office
- **Negotiating with Government Departments** i.e, EOBI, SESSI, Labor, Sindh Board of Revenue and others on behalf of NESPAK, Karachi Office
- **Up to date with Court matters** regarding different cases by existing employees, ex employees to relevant Courts i.e, NIRC, Labor Court, Session Court, High Court, Federal Ombudsman with the approval of Law Division, Central Office, NESPAK Lahore.
- **Coordination with law firms, management** and report every individual case hearing to GM/ Acting Head and also inform Law office, Coordination Division through telephonic conversations and courier
- **Resolved 60%** Court cases in favor of management within two months with the help of assigned team of law firms and management of NESPAK Karachi office
- **Negotiating with Government Departments** i.e, EOBI, SESSI, Labor, Sindh Board of Revenue and others on behalf of NESPAK, Karachi Office

Projects I: Mehran Highway Phase-III from Port Qasim Road to Steel Mills Road (3.13 Km)

Client: Port Qasim Authority

- **Saved 20% Material Cost** by fabricating material, controlling quality, and maintaining schedules
- Managing and directing a team of builders and supervisors, completed various phases of project under budget
- Implemented and enforced work schedule, **completed 70% of administrative tasks on time**

Project II: 3 Main Roads Construction including Drain Channels in Landhi Industrial Area, Karachi

Client: LTE Development & Management Company, Pakistan

- Delivering required functionality by following client requirements within time and budget
- Managing team deliverables to client, continuous team coaching, client/stakeholder management, and training

April 2014 – August 2015 Manager Operations

Maria B. Designs (Pvt.) Ltd - Karachi, Pakistan

Responsibilities/Accomplishments:

- **Managed and supervised 4 Maria B outlets located in Karachi** i.e. Dolmen Mall Clifton, Zamzama, Dolmen Mall Tariq Road and Dolmen Mall Haideri and **achieved highest sales targets in 2011-15 by managing sale of PRK 12 Million for a fiscal year**
- **Reported to CEO of the company** on growth initiatives, business operations, growth strategies & their outcomes, sales & marketing strategies, and financial management

Feb2010 – March 2014

Assistant Director – Department of Administration

Employees' Old-Age Benefits Institution (EOBI), Government of Pakistan

Responsibilities/Accomplishments:

- **Successfully expanded the network of EOBI by achieving 250% increase in registration of establishment with EOB, 300% increase in registration of insured person, 110% increase in collection of contribution, and 236% increase in disbursement of pension in year 2013-14**
- **Increased registration of establishment with EOBI by 200%, registration of insured person by 250%, collection of contribution by 120%, and disbursement of pension by 208% in year 2012-13**
- **Increased registration of establishment with EOBI by 175%, registration of insured person by 200%, collection of contribution by 125%, and disbursement of pension by 180% in year 2011-12**
- **Increased registration of establishment with EOBI by 150%, registration of insured person by 150%, collection of contribution by 130%, and disbursement of pension by 152% in year 2010-11**
- Effectively managed revenue collection under relevant Act of the Parliament and utilized those funds for uplifting of working class in private sector
- **Reported to Director** regarding progress of project and replying to official letters quickly
- Assisted with audits to ensure compliance with state and federal requirements and proceeded legal formalities as per mentioned in EOB Act 1976
- Managed strategic projects, generated reports for Executive Management, and provided guidance to junior team members

Jan 2007 – Feb 2010

Administrative Assistant

Bakri Trading Co Pakistan Pvt. Ltd

Responsibilities/Accomplishments:

- **Reduced 50% workload** by streamlining day-to-day processes by recording and maintaining database
- Assisted in maintaining financial records, disbursement of salaries to staff, engagement of audits (external & internal) on quarterly, semi-annually, and yearly basis
- Answered and transferred inbound phone calls, received and directed visitors and clients
- Assisted in maintaining all record in electronic and hard copy filing system and retrieved documents from filing system quickly
- Resolved operational issues of the office and inquiries on time
- Prepared and modified documents, reports, drafts, memos, and emails as per requirement
- Opened, sorted, and distributed incoming correspondences, maintained office supply inventories
- Scheduled and coordinated meetings, appointments, and follow-ups
- Developed strong relationships with office teams, technical staff, and management personnel

ACADEMICS

- **Bahria University – Islamabad, Pakistan, (2007 – 2009)**
Master of Business Administration (MBA)
- **University of Balochistan – Quetta, Pakistan, (2004 – 2006)**
B.Com.

PROFESSIONAL COURSES AND CERTIFICATIONS

- Hamdard University – Karachi, (2010)
Officers Training Program
- Attended multiple in-house training workshops on quality control