### Zeb0000 copy****MOHAMMAD AURANGZEB****

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| **Flat No 202 Muqqadas Residency Shah Faisal Town Wireless Gate Near Airport Karachi.**  **Contact : 0333-8976040**  **0315-8782639** |

## CAREER OBJECTIVES

Proactive Admin Assistant offering over 27 years in busy office environments, energetic, reliable and focused on results. Deadline-oriented with proficiency in numerous software programs and diverse business environments.

PRINCIPAL FIELDS OF EXPERTISE

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| * **Administration** |
| * **Compliance** |
| * **Archiving** |
| * **Events and Training** |
| * **Operational Functions** |

EDUCATIONAL QUALIFICATION

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| * Bachelor of Arts from University of Karachi in 1999. |
| * Intermediate from Board of Intermediate Education Karachi in 1990. |
| * Matriculation from Ebrahim Ali Bhai Govt. School Karachi in 1988. |

PROFESSIONAL QUALIFICATION

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| * **Oracle 8 DBA & Developer**   (1 year diploma from ORASOFT Training Centre Karachi)  Cleared Backup & Recovery OCP online paper from Oracle. |
| * **E-Commerce & Web Mastering Diploma**   (1 year diploma from Noor Education Centre Karachi) |

HIGHLIGHTS & ACHIEVEMENTS

**From present to start**:

**SALES MANAGER**

**ABS Enterprises**

Working here as Sales Manager since 1st October 2023. I have performed my tasks very efficiently.

* Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements
* Developing in-depth knowledge of product features and benefits.
* Utilizing virtual meetings to build relationships with new customers.
* Processing customers' purchase orders and liaising with the logistics department to ensure the timely delivery of ordered products.
* Reports directly to the CEO to ensure consistency and execution of brand and communication strategy.

**ADMIN ASSISTANT**

**Meditech Instruments Co.(From August to 2022 September 2023).**

Working here since one year as an Admin Assistant and performing mentioned below tasks.

* Responsible for processing purchase orders and invoices and ensuring compliance with relevant policies and procedures
* Files Archiving and update receiving invoices
* Supplies through courier reagents and kits to all regional offices and customers.
* Front Desk Operations.
* Prepare quotations with new rates and sending to customers.

**ADMIN ASSISTANT \ ARCHIVE OFFICER**

**Tapal Tea (Pvt) Limited (From May 2011 to June 2022)**

Worked more than 11 years in the organization and performed below mentioned tasks:

**Departments Coordination**

* Acted as a liaison between different departments including ***Finance***, ***Supply Chain***, ***Internal Audit, IS, Tea Supply Chain***, ***Marketing, Sales*** and ***Admin.***
* Responsibilities to ensuring the smooth progression with ***R & D*** and introductory phases.
* Core task to make all Finance documents including AP, AR and JV’s available to all our stakeholders online with Laserfische software.
* Provided critical insights for decision making at the highest level.
* Collaborated with cross functional teams together and provided strategic recommendations.
* Monthly reports to aid decision making process.
* Coordinated strong organizational skills with the ability to execute various activities…

**Events and Training**

* Scheduled all meetings in calendar in conference rooms with exact locations, participant, equipment and agenda.
* Conducted trainings and events in the Tapal with the timeline provided by the HR.
* Aligned all equipment’s for the training-events and interviews before the session.
* Arranged Board of Director’s meetings in every quarter.

**Electronical / Physical Archive Management**

* Electronic Archiving of all departments in company.
* Physical archiving with code affixation.
* Record disposal as per the retention policy of each department.

**Miscellaneous Tasks**

* Looked after all the housekeeping activities in Tapal warehouse. Made every department neat and clean before arrival of the employees and owners. Also PR prepared for janitorial items and stationary Items every month end or as per requirement.
* As a Front Desk Officer performed all responsibilities for 8 months.
* Looked after cafeteria and prepared monthly menu for the staff as per the companies’ policy.
* Monitored gate office and security activities as per requirement.
* Made corporate videos and presentations as a nonlinear editor.

**EXECUTIVE PROCUREMENT**

**Alsons Reform Composite (January 2009 - July 2010)**

Workingexperience in this organization to buy composite material from different countries in the world:

* Procured composite material from different countries including South Africa, Australia and China.
* Companies’ analysis for the required items on internet.
* Performed general Administrative tasks.

ADDITIONAL SKILLS

* Good time management.
* Ability to work under pressure.
* Career minded, motivated and team player
* Honesty/Integrity
* Effective Communication Skills
* Video Editing with Film ora and Adobe Premier
* Audio Engineering
* Office Automation
* Report Analysis

PERSONAL DETAILS

* Date of Birth : 20-12-72
* Nationality : Pakistani
* N.I.C # : 42000-0516518-1
* Marital Status : Married

LANGUAGES

* English Fluent
* Urdu Fluent

REFERENCES

References and certificates will be provided on demand.