

Muhammad Saad Faheem

Manager - Operations

Experienced in leading cross-functional teams and driving high performance through a focus on efficiency and attention to detail. Capable of optimizing processes and motivating teams to achieve their goals. Committed to utilizing management expertise to drive growth and success for organizations.

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WORK EXPERIENCE

Manager-Operations Traders Global Generation

11/2021 - Present

Karachi, Pakistan

Achievements/Tasks

- Led cross-functional teams in executing complex projects with tight deadlines, ensuring high-quality results. Analyzed market trends, fostering a positive culture and identifying growth opportunities. Managed recruitment, training, and performance evaluations. Implemented monitoring procedures for customer compliance, resulting in cost savings. Developed processes for potential revenue opportunities, enhancing overall profitability.

Assistant Manager Traders Global Generation

08/2021 - 11/2021

Karachi, Pakistan

Achievements/Tasks

- Managed daily operations, led teams, and contributed to managerial discussions. Addressed customer concerns for satisfaction and retention. Provided guidance for efficient task completion.

Senior Associate Traders Global Generation

06/2021 - 08/2021

Karachi, Pakistan

Achievements/Tasks

- Fostered a disciplined team, supported efficient task execution. Enhanced verification processes, ensuring accuracy and compliance with rules. Implemented rigorous checks for data integrity and legitimate payments, contributing to financial robustness.

IT Education Coordinator Spark X Education

03/2019 - 06/2021

Karachi, Pakistan

Achievements/Tasks

- Managed accounts, secured projects, and contributed to Spark X's mission of empowering Pakistan through technology and digitalization.

EDUCATION

Chartered Accountancy (In Progress) ICAP (Institute of Chartered Accountants of Pakistan)

09/2017 - Present

Karachi, Pakistan

Courses

- Financial Accounting and Reporting
- Business law
- Functional English
- Economics
- Taxation
- Business Communication
- Information Technology
- Mathematics and Statics

SKILLS

Leadership

Managerial

Multitasking

Proficient in MS Office

Problem Solving

Effective Communication

Attention to detail

Technical skills

Adaptability

Flexibility

Time management

Creativity

Proactive

Innovation

ACHIEVEMENTS

Writing Skills Certification

MS Office Certification

Completion of Billing Portal within the assigned budget and schedule

Increased the Company's revenue by a large percentage

LANGUAGES

English

Full Professional Proficiency

Urdu

Native or Bilingual Proficiency

INTERESTS

Sports and Fitness

Cooking

Environmental and Social Activist

Personal development

Traveling