

Muhammad Shakoor



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# WORK EXPERIENCE

## I have one month of professional experience as Sr. Admin and Procurement Officer

***Hashoo Foundation*** [ 20/05/2024 – till]

Highly skilled and organized professional with extensive experience in logistics, event management, Purchasing , oﬃce administration and Procurement. Adept at organizing functions, seminars, and visits, including high-proﬁle events. Successful in negotiating with vendors, verifying Receivable, Payable and managing Petty cash, budgets, demonstrated ability to maintain eﬃcient ﬁling systems and supervise staﬀ. A reliable team player with a strong commitment to excellence in administrative and Procurement tasks.

I have accumulated 18 years of professional experience as Management Executive

***Pakistan Poverty Alleviation Fund*** [ 07/06/2005 – 31/05/2023]

City: Islamabad

Highly skilled and organized professional with extensive experience in logistics, SAP Material Management, event management, and oﬃce administration, Store management. Experienced in ﬁnancial data management and supporting internal audits Proﬁcient in SAP - MM module, managing P2P cycle, and maintaining item records. Adept at organizing functions, seminars, and visits, including high-proﬁle events. Successful in negotiating with vendors, verifying Receivable, Payable and managing Petty cash, budgets, deposit cash/ cheque. Reconciling the Accounts and payments of vendor. Manage the Fixed Asset tagging. Demonstrated ability to maintain eﬃcient ﬁling systems and supervise staﬀ. A reliable team player with a strong commitment to excellence in administrative tasks.

# EDUCATION AND TRAINING

## Master Business Administration

## *Federal Urdu University of Arts, Sciences & Technology, Islamabad*

[ 10/02/2014 – 25/08/2017]

City: Islamabad

Country: Pakistan

Website:  [https://fuuast.edu.pk/islamabad-campus/](%20https://fuuast.edu.pk/islamabad-campus/)

## Improving Personal Eﬀectiveness by PIM

***Pakistan Institute of Management*** [ 26/02/2018 – 28/02/2018]

City: Lahore

Country: Pakistan

Website: [https://www.pim.com.pk/courses-at-pim-lahore/](https://europa.eu/europass/eportfolio/screen/redirect-external?url=https%3A//www.pim.com.pk/courses-at-pim-lahore/)

## Crisis and Disaster Management & Occupational Health safety

***DAS Pakistan*** [ 30/10/2015 – 30/10/2015]

City: Islamabad

Country: Pakistan

Website: [https://das.com.pk/](https://europa.eu/europass/eportfolio/screen/redirect-external?url=https%3A//das.com.pk/)

## My English workplace course by British Council

***British Council*** [ 10/02/2022 – 17/03/2022]

City: Online

Country: Pakistan

Website: [https://britishcouncil.pk/english](https://europa.eu/europass/eportfolio/screen/redirect-external?url=https%3A//britishcouncil.pk/english)

## Stress Management

***NUST*** [ 04/11/2020 – 05/11/2020]

City: Islamabad

Country: Pakistan

Website: [https://nust.edu.pk/](https://europa.eu/europass/eportfolio/screen/redirect-external?url=https%3A//nust.edu.pk/)

City: Islamabad

Country: Pakistan

Website: [https://www.islamabadtraﬃcpolice.gov.pk/](https://europa.eu/europass/eportfolio/screen/redirect-external?url=https%3A//www.islamabadtrafficpolice.gov.pk/)

## Long services Award by PPAF

***Pakistan Poverty Alleviation Fund***

City: Islamabad

Country: Pakistan

Website: [https://www.ppaf.org.pk/](https://europa.eu/europass/eportfolio/screen/redirect-external?url=https%3A//www.ppaf.org.pk/)

# LANGUAGE SKILLS

Mother tongue(s): **Urdu Other language(s):**

### Panjabi; Punjabi

**LISTENING** B2 **READING** B2 **WRITING** B2

### SPOKEN PRODUCTION B2 SPOKEN INTERACTION B1

**English**

**LISTENING** B1 **READING** B1 **WRITING** B2

### SPOKEN PRODUCTION B2 SPOKEN INTERACTION B1

* **Professional Driving Course by ITP**

***Islamabad Traﬃc Police*** [ 28/03/2009 – 28/03/2009]

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proﬁcient user*

# DIGITAL SKILLS

Microsoft oﬃce / Microsoft Excel / social media / Microsoft PowerPoint / Microsoft word / Gmail / Facebook / social media / internet