

Muhammad Irshad

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Career Summary:

I am young energetic guy, past seven years has worked with different Ngo's Companies Super Mart's, as SRE Solutions Pvt Ltd & Dewan Cement, as motivated Admin officer as well as development professional, my major expertise remain in excellent problem solving and interpersonal skills, focused on developing and implementing process controls and quality improvement initiatives that reduce costs and increase organization revenue.

Objectives:

Being a hard worker and challenge acceptor, I would like to be the part of an Organization, where I get full opportunities to make the difference, where I never tiring strive make me a real asset for an organization, where I get full opportunity to move upward rapidly with strong basis.

Professional Experience:

Employer: Al Jasar Al Zahbi electronics warehouse Sharjah
Designation: Admin/Accounts Officer
Duration: November, 15, 2019 to July 15 2020
Location: Sharjah

Job Description:

- Manage obligations to suppliers, customers and third-party vendors Maintain a system of asset management in line with SRE guidelines.
- Process bank deposits
- Reconcile financial statements
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- Prepare, send and store invoices
- Contact clients and send reminders to ensure timely payments
- Update internal accounting databases and spreadsheets
- Identify and address discrepancies
- Report on the status of accounts payable and receivable

Professional Experience:

Employer: Pak China Steel
Designation: Admin/Logistic Officer
Duration: December, 01, 2018 to November 01,2019
Location: Port Qasim Karachi Pakistan

Job Description:

- Assist shipping and receiving unloading trucks and checking in merchandise
- Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area
- Sort and place materials or items on racks, shelves or in bins according to organizational standards
- Open bales, crates and other containers
- Maintains inventory controls by collecting stock location orders, printing request, recording amounts of materials or items received or distributed through a computer. May also assist in counting of physical inventory
- Prepare parcels for mailing

- Maintains safe and clean work environment by keeping shelves, pallet area, and work stations neat; Sweep, dust and mop. Organize warehouse and work area for orderliness at all times
- Wear the proper safety equipment
- Assists in day to day office related matters and may assist with HR related duties
- Assist Managers with reference checks for pre-employment process
- Performs other duties as assigned to support the HR team
- Assist with HR projects to include meeting organization, training coordination, and more
- Assists or prepares correspondence
- Assist with badge system administration
- Maintains office equipment by completing preventive maintenance; troubleshooting failures; calling for repairs; monitoring equipment operation; monitoring and purchasing meter fund

Professional Experience:

Employer: Ideal Super Mart
Designation: Administrator Officer
Duration: January, 01, 2018 to November, 30, 2018
Location: Gulshan-e-Hadeed Karachi

Job Description:

- Trains store staff by reviewing and revising orientation to products and sales training materials; delivering training sessions; reviewing staff job results and learning needs with retail store manager; developing and implementing new product training
- Helps customers by providing information; answering questions; obtaining merchandise requested; completing payment transactions; preparing merchandise for delivery.
- Maintains a safe and clean store environment by developing and publishing evacuation routes; determining and documenting locations of potentially dangerous materials and chemicals.
- Monitor and maintain office equipment; inventory supplies and order replacement supplies as needed
- Purchase computers, printers, supplies, and other equipment
- Assist other departments with administrative or clerical support
- Supervise administrative staff and divide responsibilities to ensure performance.
- Support budgeting and bookkeeping procedures

Employer: CESVI International
Designation: Admin & Logistic Officer
Duration: October, 01, 2017 to 31, December 2017
Project: Support Vulnerable Communities to Enhance Food Security and Improve Resilience through CBT
Location: Tharparkar

Job Description:

- Visit the field regularly to oversee that all the field activities are receiving the due logistics support (in terms of vehicles, supplies, equipment, organization of events, etc.)
 - Procurement procedures, the awarding of contracts
 - The preparation and issue of purchase orders, in close co-ordination with the Logistics &
 - The receipt, storage, issue and distribution of goods procured, according to the project implementation plans
 - The update and record of the procurement register (contracts, purchase orders, payments, etc.), and the regular communication of these information to the administration and the project management
 - Organize any events related to the implementation of the project activities (workshops, seminars, meetings, etc.)
 - Maintain a good knowledge of CESVI internal rules, Human Resources policy, codes of conduct, official Internal Communications.
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Employer: SRE Solutions Pvt Ltd
Designation: Admin/Logistic Officer
Duration: January, 16, 2016 to September, 24, 2017
Location: Tariq Road Karachi.
Job Description:

- Manage the administrative functions of the organization on day to day basis
- Ensures effective management of the office security in liaison with the security department.
- Maintain a system of asset management in line with SRE guidelines.
- Ensures effective management of office premises and good facility management
- Ensure that effective and efficient events management and logistics are delivered to staff
- Manage the administrative logistics of expatriate and international staff
- Monitor the contracts in the administration department to achieve value for money
- Review procedures and guidelines for Warehouse within the organization
- Provide guidance on general management of fleet, transportation and distribution.
- Review of the logistics guidelines share with staff accordingly

Employer: Association for Water, Applied Education & Renewable Energy (AWARE)
Designation: Admin & Logistic Officer
Duration: August, 01, 2015 to November, 24, 2015
Location: Tharparkar
Job Description:

- Responsible for the management of the warehouse in line with AWARE/CWW/CESVI policies.
- Ensure the accurate & complete accounting, reporting & internal control systems or function and that all relevant record or preparedly maintaining.
- Ensure that standard systems are properly maintained at warehouse.
- Supervise the receipts of all arriving consignments.
- Monitor the quality & quantities of commodities stored.
- Carry put the regular physical random warehouse check of commodities & inventories.
- Prepare loading plans and ensure that standard waybills are duly complete.

Employer: CESVI International
Designation: Logistic Assistant
Duration: December, 01, 2011 to March, 21, 2015
Location: Mirpurkhas
Job Description:

- Initiate contact with potential target communities by visiting village and meeting with resident, key person (religious authorities, etc), exiting CBOs (Community Based Organization), appointed representative , focus group (Youth, Women, Elderly), and other relevant person.
- To established the Community Based Organization (CBOs) which represent the community or particular group within the community and support the project staff in the implementation of the project activities.
- Address and solve problem that might arise between the community and CESVI or among community members, during and because of implementation of the project activities

Employer: Khastan Pvt Ltd
Designation: Admin Assistant
Duration: January, 13, 2011 to November, 21, 2011
Location: Korangi Industrial Area Karachi
Job Description:

- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors
- Act as the point of contact for internal and external clients
- Liaise with executive and senior administrative assistants to handle requests and queries from senior managers.

Qualification:

2010- Bachelor of Arts in Social Science from University of Sindh Jamshoro
 2007-Intermediate in Science from B.I.S.E Hyderabad
 2005-Matriculation in Science from B.I.S.E Hyderabad

Personal Information:

Father's Name:	Muhammad Fazul (late)
Date of Birth:	November, 13, 1989
Marital Status:	Single
Domicile:	Jamshoro
Nationality:	Pakistani

Computer Proficiency:

Working in ERP (ORACLE) software.
 Proficiency in MS Office (Word, Excel & PowerPoint) & in making slideshows & Excel Formulas.

Reference:

Muhammad Siddique

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Nazar Hussain

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