

OBJECTIVES:

Academic Qualification

Computer Proficiency:

November 2021 to July 2023

- ### Job Description:

- September 2020 Nov.2021

- ### Job Description:

- Sale of Road safety products , Diamond Material Sale and Project Payment collection
- Preparation and submission of project invoices to the Employer
- Preparation of all financial records pertaining to the project;

- Procurement and maintenance of project premises;
- Residences and local travel arrangements for Applications Teams;
- Operation and maintenance of project vehicles, equipments; and managing the application staff.

October 2016 to September 2019

▪ Business Line	:	Berger Road Safety
▪ Position:	:	Sales Officer
	:	Multan Territory
▪ Company	:	BERGER Paints Pakistan

Job Description:

- Familiar with Oracle ERP, MIS System for Oracle and Inventory Management.
- Sale of Road safety products , Berger Material Sale and Project Payment collection
- Preparation and submission of project invoices to the Employer
- Preparation of all financial records pertaining to the project.
- Procurement and maintenance of project premises.
- Residences and local travel arrangements for Applications Teams.
- Operation and maintenance of project vehicles, equipments; and managing the application staff.

April 2015 to August 2016

▪ Business Line	:	Berger Road Safety
▪ Position:	:	Assistant Sales Officer
	:	Multan Territory
▪ Company	:	BERGER Paints Pakistan

Job Description:

- Sale of Road safety products , Berger Material Sale and Project Payment collection
- Preparation and submission of project invoices to the Employer
- Preparation of all financial records pertaining to the project;
- Procurement and maintenance of project premises;
- Residences and local travel arrangements for Applications Teams;
- Operation and maintenance of project vehicles, equipments; and managing the application staff.

October 2014 to April 2015

▪ Business Line	:	Berger Road Safety
▪ Position:	:	Junior Officer (Site Supervisor)
	:	Center, Lahore,Multan Territory
▪ Company	:	BERGER Paints Pakistan

Job Description:

- Preparation and submission of project requests to the Employer
- Preparation of all financial records pertaining to the project;
- Procurement and maintenance of project application machinery and vehicles;
- Operation and maintenance of project vehicles; and managing the application staff.

- Making site expenses vouchers, Layout Plans on Auto Cad and Calculate Quantities.

February 2013 to October 2014

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| ▪ Consultant | : | NESPAK. (JV) LBDC Consultant |
| ▪ Position: | : | Site Inspector/Office Manager |
| ▪ Project | : | Contract No.LBDC/ICB-05:
Rehabilitation & Upgradation of Branch Canals and
Distribution System Covering Sahiwal Division,
Construction of Buildings FO offices, Structures and
Bridges on Canals |
| ▪ Client | : | Project Management Unit (PMU) |
| ▪ Contractor | : | (NEIE-LAC) NEIE(China) JV M/s LAC(Rawalpindi) |

Job Description:

- Preparation and submission of project invoices to the Employer
- Preparation of all financial records pertaining to the project;
- Procurement and maintenance of project premises;
- Procurement and management of office supplies and equipment;
- Arrangements for visas, work permits, etc for all expatriate staff;
- International and local travel arrangements;
- Operation and maintenance of project vehicles; and managing the administrative staff.
- Making X-Sections, Profile, Layout Plans on Auto Cad and Calculate Quantities.