

Mahad Atiq

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Objective

To keep pace with the moving trends, always seek innovative & challenging employment that will utilize my professional qualification, experience and skills thus emerge as part of a young and dynamic work force in HR Management, Inventory and Accounts Management. To get synchronized with the environment and work for the improvement of the organizational growth as well as my career.

Areas of Expertise Include:

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|------------------------|--------------------------|---------------------|----------------------------|
| • HR Management. | • Vendor Relationships. | • Reporting. | • Inventory Management. |
| • Cost Reduction. | • Purchasing & Planning. | • Team Leader. | • Dispatch & Distribution. |
| • Accounts Management. | • Documentation. | • Quality Analysis. | |

Professional Experience

Bank Al Habib Ltd Pakistan

HR Affairs IB KPK (October 2020 Till Present)

Over all supervision of HR matters of IB Area KPK which includes Hiring, posting, training and development etc.

- Process Hiring of suitable candidates for upcoming as well as existing branches.
- Completion of joining formalities along with arrangement of educational documents for verification.
- Joining of UCC Staff with proper documentation.
- Posting of staff in branches according to HRD approved man power budget as per requirement and Area Chief Instructions.
- Training of staff through In-house and Ex-house sources, IBP, NIBAF etc.
- Arranging Computer Based Test of all staff members of IB KPK in related modules.
- Initiation of Staff Confirmation request on satisfactory completion of probationary periods.
- Handling of overall KPK staff Resignations/Separations matter.
- Staff Medical Insurance Claims Follow-up and Dispatch of Medical Insurance/Employee Cards.
- Updating of Lono ID's, staff transfers, Cadre change/elevations, ID configurations in HR records and salary addition in payroll.
- Updating of Organograms and HR List of IB KPK Staff.
- Coordination with IT on opening of new branches for configuration of staff containing EOD/AHS/OBS Forms.
- Act as liaison between Area Office, Branches, Zonal Office, HO and record maintenance of all KPK employees.

Bin Butti International Holdings Abu Dhabi

Project:- ADNOC, ADCC, CMW, ENEC, SINYAR, NBB LIVING CITY

Facility Coordinator (April-2018 Till February 2020)

Responsible to work with HR, Procurement, Finance and Operational Departments in the monitoring, reporting and controlling of Cost, including audit and reporting, forecasting etc.

- Provided oversight for grounds crew and scheduled weekly & monthly maintenance.
- Maintain services levels through key performance indicators and service level agreement to ensure that services meet operational and contractual requirements.
- Supervise professional tradesmen and facilities staff in repairs and renovations.
- Evaluated utility expenditures (Water & Electricity) and suggested improvements for cost-savings.
- Team arrangements for external projects complaints to maintain smooth operation.
- Monthly MEP & Civil material request submission, Material ordering and administration for availability of requested consumables.
- Compile daily reports, proactively manage and ownership of solving issues.
- Liaise with the client and effectively manage all queries and complaints.
- Control the project budget and monitor all daily expenses on the project.
- Full command On CAFM system
- Full command on HCM system to monitor time and leave management over the facilities.
- Preparing /over viewing technical statements of work.
- Respond, analyze and resolve complaints from occupants of the facilities and Clients.
- Maintaining the track record of Expense invoices.
- Preparing Special Reports related to Inventory and Monthly Stock taking Reports.
- Daily consolidated attendance for all the projects and sending to Operations.
- Generation of Purchase Requisition Form for the required material.
- Maintain purchasing records and price lists for all the previous and current requests.
- Follow Up with the units requesting the material/projects for any order discrepancy.
- Daily consumption Analysis Report to Operation and Daily Activity Report.
- Follow up with Operation for Daily Requisitions.
- Preparing Monthly Report for GRN & SIV.
- Preparing Slow Moving & Non Moving Reports of the stock.
- Weekly Budget Analysis Report to Operation.
- Make sure products are delivered on time by supplier.
- Ensuring that all transactions are recorded on time, accurately, and with proper documentation.
- Resolve any problem of unsatisfactory delivery with any of the suppliers.
- Generating, Assigning & Closing of Work Orders in **CAFM Software**.
- Update the Accounting system in **GP Software**.
- Coordinate office activities and operations to secure efficiency and compliance to company policies.

Achievements

- ✓ Successfully completed Supervisor Skills training program level 1 & 2 conducted by Advanced Facilities Management.
- ✓ Full command on Building Management Software.
- ✓ Full command on Accounting system GP.
- ✓ Full command on CAFM Software.
- ✓ Got Appreciation of excellence for best performance.

Land Mark Group Dubai

Accounts Assistant cum Inventory Accountant (APRIL 2015 Till April 2017)

Completes payments and controls expenses by receiving, processing, verifying and reconciling of invoices.

- Matching invoices to statements and purchase orders to invoices.
- Ensuring that all transactions are recorded on time, accurately, and with proper documentation, preparing and reviewing account reconciliations and analysis.
- Handling day to day Accounts Payable Transactions, Review invoices and set invoices up for payment, resolve invoice discrepancies.
- Receiving of invoices in **FMC Software** with proper LPO.
- Making payments to vendor.
- Input accounting data into the accounting system with speed and accuracy.
- Assist in the production of financial statements and preparation of accounting reports.
- F&B manual check serial numbers control and entry in excel sheet.
- Ordering of stock (**Food & Beverage**) and LPO generation through FMC Software.
- Monitoring all the Queues and Assist in month end closing.
- Report taking and internal audit of posted invoices.
- Generating of invoices for the client.
- Audit & Verification of Daily Complimentary, Officer Meal & Discount Checks.
- Daily checking of records in respect to HACCP requirements.
- Inventory of the stock at month end.
- Inventory variance checking.
- Inventory Feeding in **FMC Software**.
- Audit & Verification of Daily Complimentary, Officer Meal & Discount Checks.
- Successfully completed **HACCP** awareness training program conducted by the **Foster Consultants Dubai**.

Achievements

- ✓ Successfully completed HACCP awareness training program conducted by Foster Consultants Dubai.
- ✓ Got certificate of excellence for best team performance.

Habib Bank Limited (RHQ) Islamabad Pakistan

Support Officer (June 2014 Till January 2015)

- Bulk Accounts Opening.
- Data Collection.
- Data Assembling/Compilation.
- Data Finalizing.
- MIS generation
- Command on MYSIS.
- Customer calls.
- Building good relationship with customers.
- Reporting to Higher Management for proper planning/decision.

Bank Sales Job Description

- Managing resources effectively.
- Conducting effective presentations
- Achieving and maintain high standards of customer service.
- Ensuring the smooth running of basic banking transactions.
- Dealing with customer queries.

Libra Pvt Ltd Peshawar Pakistan

Computer Operator (April 2013 Till April 2014)

- Prepares daily production schedule and handles user requests. Manages computer resources efficiently.
- Operates the computer efficiently to ensure production, packaging and delivery of regular, and special reports.
- Monitors supplies and equipment necessary to ensure continuous operations.
- Maintains the proper inventory level of supplies. This includes updating inventory control sheets, ordering supplies and getting emergency supplies from the storeroom.

Nova Peshawar Pakistan

Manager (November 2011 Till January 2013)

- Purchase and sale record maintenance
- Market new clients.
- Overseeing stock levels.
- Promoting and marketing the business.
- Recruiting, training and supervising staff.

Key Skills

- Ability to work in Harmony with co- workers, Flexibility & Administration.
- Analytical and problem-solving skills.
- Communication and influencing skills.
- Report writing.
- Time Management.
- Team Work.
- Organization
- Customer service.
- Strategic planning.
- Ability to lead and manage team and projects.
- Prioritizing and the ability to handle a complex and varied workload
- Commercial awareness.
- Resource management.
- Motivation and discipline.
- Policy Implementation.
- Ability to keep calm under pressure.
- Planning activities.

Computer Proficiency

- GP, FMC, CAFM, HCM and Micros.
- Diploma in C++ Computer Programming.
- MS Office – Word, Excel, Power Point, Internet.

Additional Skills

- Team player.
- Presentation skills.
- Working to deadlines.
- Decision making ability.
- Energetic even in difficult situations.
- Good written & oral communications skills.

Hobbies

- Reading Books.
- Outdoor and Indoor games.
- Karate.
- Internet surfing

Education & Additional Qualification

Graduation Pakistan
University of Peshawar

FSC Pre-Engineering Pakistan
Peshawar Model Degree College

Matriculation Pakistan
Saint Mary's High School Peshawar

Personal Details

Date of Birth	: 04-November-1993
Nationality	: Pakistani
Marital Status	: Married
Languages Known	: English, Urdu, Pashto.
Driving License	: Pakistan

Declaration

Furnished promptly upon request with supporting documents.

Declaration

I hereby declare that the above furnished are true and to the best of my knowledge and belief.

Mahad Atiq