

Momin Asif Qureshi

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Address

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Summary

Accomplished administration manager with a solid foundation in scheduling meetings, managing payroll, and communicating with vendors. Proficient in organizing, prioritizing, and maintaining administrative procedures. Confident in overseeing progress and making independent decisions to optimize processes. Service leader with business knowledge and management experience to positively impact team operations. I am versed in type industry best practices and business operations and am always looking for opportunities for improvement.

EXPERIENCE

JOB TITLE

HR & Administration Manager

EMPLOYER

Health Berry Pharmaceutical

CITY – STATE

COUNTRY

Peshawar

Pakistan

Job Responsibility / Duty

1. Supervise the recruitment process of KPK & Sindh.

- Schedule the interviews.
- Collect documents.
- Maintain employee's data in excel on the daily basis.
- Issue the Appointment letters.
- Issue the Bank account letters.
- Dispatch these letters to new employees.

2. Maintain the Resigned Employees Data of KPK & Sindh.

- Collect clearance certificates from resigned employees.
- Create the data of resigned employees of outstanding amount.
- Create the final settlement of resigned employees of KPK & Sindh.
- Create the bank uploading sheet.
- Take approval from CEO and forward final settlement and bank uploading sheet to GM.

3. Maintain Field Force (KPK & Sindh) and Management data in Excel and as well as in Software

- On job employees required data.
- Resigned employees required data

4. Attendance Maintain

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Maintain the daily attendance record of Management and as well as Field Force.

Adjustments of paid and unpaid leave in the time sheet.

5. Create Draft

- Create all the daily basis required draft, take approval from GM or CEO and email them to concerned person.

All the company new notifications creation, approval and send them to employees.

- New hiring, termination draft, Approval and email to concerned bodies.

6. Update Policies

- Update the Incentive, Expense and other required policies of the company, take approval from GM and CEO and Email them to concerned bodies.

7. Monitoring of Employees of kpk & Sindh on daily basis

- I am supposed to monitor the field force employees through WhatsApp groups and ufone tracker as well that are they on working or not.
- Check the morning and evening locations on the daily basis through WhatsApp groups.
- Check the attendance of field force through WhatsApp group on the daily basis and punch their attendance in excel time sheet.
- Continuously keep myself in contact with field force managers to sort out field force employee's daily basis problems.

8. Maintain Monthly Payroll in Excel and software as well

- Verify the working days from attendance of all the employees.
- Maintain the monthly deductions of concerned employees.
- Maintain tax deductions of concerned employees.
- verification of salary holds employees.
- Take approval of final payroll sheet from GM and CEO.
- Create bank uploading sheet of payroll and move forward payroll and bank uploading sheet to GM.

9. Maintain Monthly Expenses of field force employees in Excel and Software as well

- Collect the expense sheet from all field force employees.
- Verify the working days from attendance sheet.
- Maintain deductions of concerned employees.
- Verify their Ex-Station tours from tour plan.
- Verify their daily working (ex-station and local) through ufone tracker.
- Verify their mileage of every ex-station tour.
- Verify the deductions of cost of mileage.
- Verify the daily allowance and ex-station tours according to designation.
- After all, working verify these expense sheet from NSM.
- Create expense sheet and take approval from CEO and GM.
- Create Bank uploading sheet and email Expense and Bank sheet to GM.

10. Maintain Incentive Sheet of field force employees in Excel and Software as well

- Collect the SSR reports of all the distributors from operation manager.
- Collect incentive sheets from managers of field force.
- Verify Sale manager's incentive sheet with SSR report.
- Make deductions and adjustments in manager sheet.
- Create incentive sheet and take approval from CEO and Gm.
- Create bank uploading sheet and move forward Incentive and bank sheet to GM.

JOB TITLE

Camp & Site Coordinator

EMPLOYER

Sendan

CITY – STATE

COUNTRY

Al Jubail

Saudi Arabia

Job Responsibility and Duty.

1. **Site Management:** Oversee the day-to-day operations of the camp or site. Ensure that facilities are maintained, clean, and safe.
2. **Logistics Coordination:** Manage transportation and logistics for supplies, staff, and campers. Coordinate the setup and breakdown of camp facilities.
3. **Staff Supervision:** Recruit, train, and supervise camp staff and volunteers. Develop staff schedules and ensure proper staffing levels.
4. **Safety and Compliance:** Implement and enforce safety protocols and emergency procedures. Ensure compliance with local regulations and standards.
5. **Program Planning:** Develop and organize camp activities and programs. Coordinate with program directors to ensure activities run smoothly.
6. **Budget Management:** Monitor and manage the camp's budget. Ensure efficient use of resources and handle financial reporting.
7. **Communication:** Serve as the main point of contact for campers, staff, and parents. Handle inquiries, concerns, and feedback promptly and professionally.
8. **Inventory Management:** Manage inventory of camp supplies and equipment. Ensure timely procurement and replenishment of necessary items.
9. **Health and Wellness:** Oversee health and wellness of campers and staff. Ensure medical supplies are available and protocols are followed.
10. **Reporting and Documentation:** Maintain accurate records of attendance, incidents, and activities. Prepare reports on camp performance and activities.
11. **Community Relations:** Foster positive relationships with local community and stakeholders. Coordinate community outreach and engagement activities.

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12. **Conflict Resolution:** Address and resolve conflicts among campers and staff. Implement conflict resolution strategies and mediation.

JOB TITLE

Transport & Camp Supervisor

EMPLOYER

Maharaj Construction LLC Dubai

CITY – STATE

COUNTRY

Dubai

United Arab Emirates

Job Duties of a Transport & Camp Supervisor

1. Fleet Management: Oversee the maintenance, repair, and utilization of the company's vehicle fleet. Schedule and monitor vehicle servicing and inspections. Ensure all vehicles are properly insured and comply with safety regulations.

2. Logistics Coordination: Plan and coordinate transport schedules to meet operational needs. Ensure efficient routing and dispatching of vehicles. Monitor fuel consumption and manage fuel supply.

3. Driver Management: Supervise and schedule drivers, ensuring compliance with work schedules and regulations. Conduct training sessions on safety and operational procedures for drivers. Handle driver grievances and resolve issues promptly.

4. Record Keeping: Maintain accurate records of vehicle mileage, maintenance, and repairs. Track and report on transport costs and expenses.

5. Compliance and Safety: Ensure adherence to local and international transport regulations. Implement and monitor safety protocols to minimize risks. Conduct regular safety audits and inspections.

Camp Responsibilities:

1. Camp Operations: Oversee daily operations of the camp facilities. Ensure cleanliness, safety, and proper functioning of all camp amenities. Coordinate with contractors and service providers for maintenance and repairs.

2. Accommodation Management: Allocate and manage accommodation assignments for staff and workers. Ensure living quarters are well-maintained and meet health and safety standards. Address and resolve accommodation-related issues and complaints.

3. Inventory Control: Maintain inventory of camp supplies, including food, water, and equipment. Ensure timely procurement and replenishment of necessary supplies.

4. Staff Supervision: Supervise camp staff, including cooks, cleaners, and maintenance workers. Conduct regular performance evaluations and provide feedback.

5. Health and Safety: Implement and enforce health and safety policies within the camp. Conduct regular health and safety inspections and drills. Ensure the availability of medical facilities and emergency response plans.

6. Administrative Tasks: Prepare and submit regular reports on camp operations and logistics. Manage camp budgets and expenditures. Liaise with HR and other departments to address staff welfare and operational needs.

General Duties:

Coordinate between transport and camp operations to ensure smooth functioning. Develop and implement policies and procedures to improve efficiency and safety. Resolve any operational issues that may arise promptly. Foster a positive and productive working environment for all staff and workers.

JOB TITLE

Public Relations Officer

EMPLOYER

Al Suraa & Al Diqa Electronics LLC Dubai

CITY – STATE

COUNTRY

Dubai

United Arab Emirates

Job Duties and Responsibilities of a Public Relations Officer

1. Media Relations: Build and maintain relationships with media outlets. Write and share press releases and news about the company.

2. Content Creation: Create content for press releases, articles, and social media. Help design marketing materials like brochures and videos.

3. Social Media Management: - Manage the company's social media profiles. - Respond to comments and engage with the online community.

4. Event Planning: Organize events like product launches and trade shows. Ensure events run smoothly and align with the company's image.

5. Crisis Management: Develop plans for handling public relations crises. Act as the company spokesperson during crises.

6. Internal Communications: Keep employees informed about company news. Prepare internal newsletters and updates.

7. Brand Management: Monitor and improve the company's public image. Implement strategies to maintain a positive brand reputation.

8. Stakeholder Engagement: Build relationships with customers, investors, and partners. Participate in community outreach and social responsibility activities.

9. Market Research: Research market trends and competitor activities. Provide insights to improve the company's PR strategy.

10. Reporting and Analysis: Track and report on PR campaign results. Analyze metrics to improve future PR activities.

11. Compliance: Ensure PR activities follow local laws and industry standards. Stay updated on the latest PR trends and practices.

JOB TITLE

Building Management

EMPLOYER

Popular Real Estate

CITY – STATE

COUNTRY

Dubai

United Arab Emirates

Job Duties and Responsibilities of a Building Management Officer

1. Collection of Monthly Rent: Ensure timely collection of rent from all tenants. Keep accurate records of payments received.

2. Flat Maintenance: Coordinate regular maintenance and repairs for flats. Address tenant maintenance requests promptly. - Schedule and oversee routine inspections.

3. Bill Management: Clear utility and service bills on time. Maintain records of all bill payments.

4. Yearly Contracts: Prepare and renew annual contracts with tenants. Ensure all contractual obligations are met. Maintain a database of contract details and expiry dates.

Skills

- Oracle
- Sales support
- Key account management
- Payroll management
- Administration
- Employees coordination
- Good Team Member & Leader
- Operations management
- Meeting planning
- Deadline-driven
- Managing events, start to finish
- Team Leadership
- Workflow management

- Multi-tasking
- Budget management
- Client meetings

Education

COLLAGE NAME

FIELD OF STUDY

Farabi Degree Collage

HRM

QUALIFICATION

Bachelor of Business Administration

COLLAGE NAME

FIELD OF STUDY

Aptech Institute

Diploma Information Technology

COLLAGE NAME

FIELD OF STUDY

Dubai International Food Authority

Food Hygiene Safety

COLLAGE NAME

FIELD OF STUDY

OSHA OREGAN

Accident investigation

COLLAGE NAME

FIELD OF STUDY

OSHA OREGAN

Employee Safety

Languages

- English
- Arabic
- Urdu
- Pashto
- Punjabi