

MUHAMMAD SIBTAIN



OBJECTIVE

To pursue my professional career in a dynamic environment where I can utilize my knowledge and expertise in the field.



EXPERIENCE

MAY 2023 – PRESENT

SALES EXECUTIVE | Pakistan Oxygen Limited Formerly Linde Pakistan

- **Project Management and Office Planning:** Thorough project documentation; Preparation of quotations, preparing Tender documents, costing and extra. Being point of contact for various working groups.
- **Procurement:** This includes preparing and filing documents, completing necessary forms and templates, uploading TORs, and making necessary logistical arrangements. Maintains up-to-date vendor lists, partners, and consultant rosters.
- **Communications and Workflow:** Facilitates the communications and workflow of the organizational unit to enhance the efficiency and timeliness of operations and outputs. Manages incoming and outgoing correspondence, e-mails and telephone calls. Communicates routine and some non-routine information pertaining to the work of the team.
- **Invoice Processing:** Responsible for making and collecting invoices and filing documents for approval and, thereafter processing. Uploads electronic files and verifies results to destination system.
- **Sales/Customer Engagement:** Coordinate Monitor, Find, Investigate and convert deals. Conduct regular meetings about state of sales with customers and management. Handling of communication with different authorities in different organizations.

Project Coordinator | 3-E Business Solutions Pvt Ltd

AUGUST 2021 – APRIL 2023

- **Coordination:** Provide assistance to staff, managers, and senior-level officers as needed. Create, prepare, and deliver reports to various departments. Perform clerical duties, such as filing, faxing, answering phone calls, and responding to emails.
- **Administrative Support:** Maintained all administrative reports and records. To look after Health Care (MES & Medical Gases) Business and Supervised all MES Projects in the region. Receive and forward communications to different staff and departments.

- **Sales Support:** To ensure timely Supply of Oxygen, Medical Air, and Surgical Air in various Hospitals. To make and submit invoices, Bills and ensure recovery as well. Coordinated and supervised by daily multiple sales operations in the respective region.

HR Associate | Rivets Learning Pvt Ltd

OCTOBER 2018 – JULY 2020

- **HR Function:** Assisted with the recruitment process and record maintenance for payroll processing. Maintained human resource record by managing applications and resumes.
- **Administration:** Performed numerous administrative tasks as necessary, including scheduling meetings and travel, interaction with visitors and answering phone calls and emails
- **Documentation:** Developed and maintained a file system. Updating and keeping of lists and files.

Interne | National Assembly of Pakistan

APRIL 2016 – APRIL 2017

- Coordinated with Parliamentarians for arranging Standing Committee meetings.
- Made minutes of meetings and Press releases.
- Assisted in research work and administrative tasks given by the higher authorities.



EDUCATION

Masters' Degree in Management Sciences - HR | University of Lahore

September 2016 – August 2020 (3.28 GPA)

Bachelor Degree in Economics | Forman Christian College Chartered University Lahore

September 2011 – January 2015 (2.3 CGPA)

HSSC – PRE MEDICAL | Aga Khan University Education Board

2008-2010



SKILLS

- Microsoft Office (MS Word, Excel PowerPoint)
- Proficient in SAP
- Proficient in Verbal and Non Verbal Communication
- Strong administrative and management skills
- Excel in working in a team environment



LANGUAGES

Ability to read, write and speak fluently in English, Urdu and Shina.

Dear Sir,

Subject: Cover Letter

I am pleased to be applying for the advertised post in your esteemed organization. I found the job advertisement through your official website and felt that my qualifications, experience, and skills make me a perfect match for this job.

In my current role at Pakistan Oxygen Limited formerly Linde Pakistan as a Sales Executive, I have a wealth of experience in overall administration, Coordination and Official work. Along with it, I have been into Sales, procurement, logistics and tender documentation, making invoices and extra of this company since August 2021. From inception, I have managed to conclude two major projects of the company, worth more than Pkr.100 million. Currently, I am overseeing Health Care KPK-Peshawar region. Pakistan Oxygen Limited formerly Linde Pakistan is manufacturer of Medical Gases.

HR Associate at Rivets Learning Private Limited, I have maintained human resource record by managing applications and resumes, assisted with overall recruitment process and record maintenance for payroll processing as well as provide administrative and clerical support to all employees. I have also developed and maintained a file system.

My work experience at National Assembly of Pakistan enabled me with office management skills such as meeting with various stakeholders, organizing meetings, ensuring pleasant office environment, managing stationery & other consumables etc.

With my experience & motivation, I believe I can add value in your organization by maintain smooth flow of administrative operations.

Sincerely,