Muhammad Shoaib RAZZAQ

(Accounts & Finance Assistant / Assistant Operation Manager / Relationship Manager / HR-Coordinator / Customer Services Officer / Assistant Warehouse / Admin, Front Officer & Receptionist / Head Cashier, Teller / Remittance Clerk / Data Analyst / Data Entry Operator / Office Secretary)

Personal Summary:

**Experienced Lead a Successful Career in Operation, Administrations, HR-Coordinator Cash Management & Handling, Data Entry, and Warehouse Assistant. Excels at Cultivating Productive Relationships with Management, Colleagues and Customers by Identifying Qualiﬁed Opportunities to Ensure Company Goals are Exceeded. Utilize Proactive Approaches in Community Environment, Networking and Customer Relationship in Order to Maintain, Expand and Acquire Client Base. Technologically Savvy and Goal-Oriented, Driven and Motivated to Help Organization Thrive. Skilled in Completing and Prioritizing Task Independently. Fluent in English, Urdu, Punjabi and Hindi and Proficient in Microsoft Office, ERP, Oracle, Symbols and Windows.**

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| TelephoneContact:**MarkerAddress:** Dubai, United Arab Emirates **Smart PhonePhone:** +971 50 1853389**Smart PhoneWhatsapp:** +971 50 1853389**EmailEmail:** shoaibsbr79@gmail.com | UserPersonal Details:**DOB:** 12-MAY-1995**Nationality:** Pakistani**Religion:** Islam**Marital Status:** Single**Passport #:** CK 9864082**Visa Status:** Visa(Valid Till 26-DEC-2023) |

Professional Experience:

**Truckwise Transportation LLC, Dubai : (UAE)**

**(Delivery Driver)**

(03-Mar-2022 To 30-Aug-2022)

**Description:**

* Delivered Foods to Shakespeare and Co. Out lets ( Al-Ain , Abu Dhabi, Dubai)

**PETROCON Engineering and Construction Company Ltd: (Pakistan)**

**(Assistant Administrations / HSE Supervisor / Site Incharge /Documents Controller)**

(12-Jun-2018 To 29-Nov-2021)

**Description:**

* Greeting and Attending the Customers in a Professional Way and Provided the Quality Services to Customers.
* Ensure Efficiency, Services Improvement, Risk Reduction Through Use of Tools and Techniques
* Ensure to Carry out Smooth and Error Free Work in the Company and also Ensuring All Activities are Completed Within Timescale.
* Take Permit control of work from UEP Control Room for any kind of activities in oil and gas live plant
* Monitored all health and safety activities and ensured appropriate implementation.
* Inspected all contract equipment and ensured compliance to all HSE regulations.
* Designed HSE training program for all staff members.
* Assistance in administrative services to all project team members when required.
* Produce reports on documentation and progress as requested. Ensure that hard copy and electronic record files as required are maintained in good order to comply with QA requirements.
* Responsible to manage the storage, distribution and filing of all project documents in both paper and electronic format.
* Interface closely with the Company and Client EDMS team on setup issues. Where required, attend project team meetings.

**Time Seed Corporation Pvt Ltd: (Pakistan)**

**(Accounts Assistant / Computer Data Entry Operator )**

(02-Sep-2015 To 17-May-2018)

**Description:**

* Receives and Monitors Daily Inbound and Outbound Transactions
* Validates all Incoming and Outgoing Invoices
* Ensure that All Invoices Processing in the Organization are Timely, Accurate, and Complete
* Prepare Reports Related to Expense Claims for Approval and Payment
* Monitor AR/AP of the Organization
* Collection/Payment of Cheques and Update Cheque Tracker Sheet
* Manage the Petty Cash and Prepare Monthly Reports
* Monitor Tax Related Reports and Submited on Monthly Basis
* Provides Support in Reconciliation of Client’s Accounts
* Build & Maintain Good Relationships with Carriers and Clients
* Ensure and Build a Good Relationship with Bank for Banking Facility Requirements
* Maintain Records Through Filing, Retrieval, Retention, Storage, Compilation, Coding and Updating
* Prepares the Company’s Daily, Monthly and Yearly Reports
* Manage and Prepare Timesheets of Staff and Share to HR at Month End for Salary Purpose
* Prepare and Manage Month End Closing Reports of Various stock Seeds.

**Front Line Chemicals Pvt Ltd: (Pakistan)**

**(Computer Data Entry Operator/ Assistant of Accountant / Store Keeper)**

03-July-2014 To 27-Aug-2015)

**Description:**

* Answering Employee Requests and Questions
* Coordinate and Delegate the Task to the Appropriate Person of the Team
* Update and Keep Employee Records in Check
* Assisting in the Recruitment and Interview Processes
* Submits Online Investigation Requests and Assists with New-Employee Background Checks
* Negotiate and Reconciles Regarding Salary & Benefits Statements
* Conducts Audits of Payroll, Benefits or Other HR Programs and Recommends Corrective Action
* Responsible for Delivering Order and return items
* Help Supervisors in Assessing Employee Engagement and Evaluation
* Responsibility of Store management
* Create and Submit Reports to Senior Management
* Assists with the Preparation of the Performance Review Process
* Files Documents into Appropriate Employee Files
* Assists or Prepares Correspondence as Requested
* Prepares New-Employee Files
* Processes Emails
* Assists with Processing of Terminations
* Makes Photocopies; Emails, Scans Documents; and Performs other Clerical Functions
* Performs other Related Duties as Assigned
* As Accounts Officer Reporting to Accounts Manager
* Managing Accounts leadger and Pesticides Stock
* Supervise the Packing Department and Warehouse for Stock
* Prepare and Complete Orders for Collection or Delivery According to Schedule
* Receive and Process Warehouse Stock Products
* Perform Inventory Controls and Keep Quality Standards
* Keep a Clean and Safe Working Environment and Optimize Space Utilization Report any Discrepancies
* Communicate and Co-Operate with Supervisors and Co-Workers
* Operate and Maintain Preventively Warehouse Vehicles and Equipment
* Follow Quality Service Standards and Comply with Procedures, Rules and Regulations

Skills:



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| --- | --- |
| * Demonstrated Management Skills
* Analytical and Problem Solving
* Conceptual Understandings
* Communication and Negotiations
* Commercial and Business Awairness
* Implementations
* Customer Orientation and Relationships
* Services Focused
 | * Ability to Quick Learn
* Ability to Work Under Pressure
* Flexibility and Adaptbility to New Environment
* Goal Oriented
* Innovative
* Documentation
* Training
* Requirment Gathering
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IT/Computer Skills:

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| --- | --- |
| * Microsoft Word
* Microsoft Excel
* Microsoft Power Point
* Inpage
 | * Composing
* Drafting
* Handling Emails
* Windows and Short Courses
 |

Awards & Achievements:

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| --- | --- |
| * First Aider ( United Energy of Pakistan)
* HITRA Team Leader (United Energy of Pakistan)
* Scaffolding Inspector Certification
* Working At Height Certified
 | * Permit Receiver (United Energy of Pakistan)
* Safety Supervisor ( United Energy of Pakistan)
* Confined Space Attendant (United Energy of Pakistan)
 |
| ChatLanguages:* English : Fluent
* Urdu : Native
* Punjabi : Native
* Hindi : Fluent
 | BackpackEducation:* **Bachelor In Science BSc ( Mathematics and statistics)**

Islamia University of Bahawalpur Pakistan (IUB) (Sep-2013 to Aug-2015) |

Interests:

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| --- | --- |
| * BooksReading
* TennisPlaying Badminton
* Earth globe AmericasInternet Surfing
* MotorcycleBike Ridding
 | * CarVintage Cars
* Map with pinVisit and Explore New Places
* Video cameraPhotography
* Flowers in potGardening
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References:

Will be Furnished on Demand