



CV Curriculum Vitæ

Hafiz Shafqat Mahmood

Personal Summary

A team player, with a commitment to customer service, who possesses a long track record of working in various administrative, financial and secretarial roles, coupled with good IT and Intellectual skills and the ability to communicate confidently at all levels.

Career Statement

"I feel that my greatest strengths are firstly my willingness to take responsibility for all the administrative duties within an office. Secondly my skill at working efficiently as part of a team, and forming solid personal bonds with other staff members, and thirdly my desire to work with existing management.

Job Objective: Pursuing an Office Manager position in which my skills, special training and experience will positively impact the organization in meeting end goals.

Career History

Jan 2006 to Oct 2008

Admin Assistant "Kira for GIS & Mapping" (Department: Administration & Procurement)

Jan 2009 to Oct 2009

Customer Service Representative, Teller, Head Teller – Western Union

November 2009 to Nov 2017

Customer Service Representative – (3 Years) – National Commercial Bank – (RBD-Quick pay)

Client Relation Manager (3 Years) – National Commercial Bank – (RBD-Quick pay)

Assistant Branch Manager (2 Years) – National Commercial Bank – (RBD-Quick pay)

Dec 2017 to May 2018

Branch Manager Asfaar Travel & Tourism Khalid Bin Alwaleed road AlRowdha Riyadh KSA.

June 2018 to till date

Documents Controller & Secretary Arail Construction & Industrial Company Ltd.

Responsibilities:

- Manage administration tasks for Committee meetings, including compiling agendas, recording minutes and drafting correspondence based on meeting outcomes.

- Drafted correspondence based on committees' meeting outcomes and generated correspondence and reports to satisfy annual reporting requirements
- Data Migration, Filtration & Integration.
- Prioritizing tasks in accordance with corporate goals.
- Finding the root cause of a problem and then ensuring that it is resolved through the most appropriate solutions

Career Profile

- Proficiency in supporting project teams based on standard procedures and policies.
- Providing administrative services higher level management.
- Excellent ability of enhance the operational efficiency and maximize the operating funds.
- Analyse the assignments and involve in management issues.
- Provide training to the new employees in administrative tasks.
- Managing records and office data.

Personality Traits

- Excellent communication skills.
- Self-directed and goal-oriented.
- Excellent in working with multi-disciplinary team.
- Strong in analytical and project management.

Key Competencies and Skills

Administration

- Competent on all Microsoft Office program.
- Creating financial and statistical reports using spread sheets.
- Comfortable working with numerical data.
- Taking prompt, decisive and corrective action to rectify any short comings

Professional

- Analysing problems by collecting data, establish facts, and drawing valid conclusions
- Ability to spot issues and opportunities before others.
- Strong work ethic; self-starter; results orientated.
- Always challenging the status quo
- Active team member with self-drive and motivation

Personal

- Acting with the highest ethical standards and always treating others fairly & with respect.
- A creative & innovative thinker.
- Having a practical approach to problem solving
- Willing to be accountable, liable, & answerable for actions & decisions.
- Hands on manager able to lead by example

Areas of Expertise

Administration

Liaised with department heads regarding day-to-day issues
Organized and prioritized personal schedule

IT

Compiled and edited comprehensive monthly activity reports
Microsoft Office – word, excel, access and power point

Managerial and Interpersonal

Facilitated staff planning meetings, promoting individual high level of personal achievement
Evaluated individual work performance and advised on career development
Developed and introduced new client-centred team approach

Academic Qualification

- B.A – Gordon College Rawalpindi, Punjab, Pakistan (Year 2005)
- Diploma in Commerce - Punjab Technical Board, Lahore, Pakistan (Year 2001)
- Secondary School Certificate – Rawalpindi Board, Pakistan (1999)

Highlights of Qualifications:

Familiarity with office practices and procedures
Wide knowledge of office filing systems and record keeping procedure
Ability to coordinate and organize workflow of department projects
Ability to develop and maintain administration procedures, manuals, and office files
Ability to provide general clerical and secretarial support
Ability to update office records, rosters, directories and manuals
Good communication and teamwork skills
Strong organization and time management skills
Sales Reporting
Help sales staff to achieve the targets.
Marketing and advertising the new products and promotions.
Provide product trainings and Product overview to the sales staff.
Provide Product presentations to the customers and sales team.
Market follow-up and customer feedback
Preparing & presenting monthly & annual budgets
Employee payroll generation and implementation
Assisted the Finance Manager in preparing annual and monthly budgets
preparing and maintaining books of accounts
Responsible for collecting, collating and compiling the books of accounts from various regions
managing administrative functions related to accounts

Achievements

Rewarded as the best Customer Service Officer for the Year 2011 and year 2013 by National Commercial Bank, (Remittance Business Division Quick Pay) Riyadh, Saudi Arabia.

Personal Profile

Name: Hafiz Shafqat Mahmood
Nationality: Pakistani
Marital Status: Married
Address: Exit 30 District Al Naseem Riyadh KSA.
Residence Permit: Transferrable
Cell#: +966 500 94 1035
Email: shafqat_sss@hotmail.com

References to be furnished on request