



KHATEEB HASHIM

PROFESSIONAL EXPERIENCE



I. Sr. Supervisor Administration

LCI C/o Fulcrum Pvt Ltd. (Pharmaceutical Plant) (March 2020 – Present)

- Oversee administration, including fleet operations, gate operations, transport facility, canteen, security, and housekeeping.
- Conduct payroll verifications, manage attendance records, Leave record
- Fleet management timely maintenance and inspections of the vehicle.
- Handle data processing, entry, and calculations, SMH calculations.
- Maintaining and updating records, databases, and filing systems.
- Manage a team comprising drivers, office assistants, security staff, Housekeeping
- Traveling and transportation arrangements, scheduling guest pick-ups and drop-offs.
- Handle petty cash, generate bills, and provide details for SAP posting.
- Organize internal and external events and manage various sports activities.
- Provide support to the Line Manager in all admin-related activities and tasks.
- Vendor dealing negotiations, process payments, manage procurement and billing
- Conduct daily checks of gate registers for IN/OUT activities, preparation report.
- Coordination with PESCO, SNGPL, HIA, EOBI, ESSI, AC Office, LD
- Inventory management preparing the annual budget for the Admin, Record keeping
- Overseeing workplace safety, managing employee grievances
- Facilitate employee training programs and workshops on administrative protocols.
- Monitor and implement cost-effective measures in various administrative functions
- Collaborate with HR to streamline recruitment processes
- Ensure the onboarding of staff, managing new joiner's accommodations
- Facilitate effective communication within the team and between departments.
- Coordinate with vendors, and ensure timely delivery of services or supplies.
- Plan and organize events, meetings, and conferences as required by the organization.
- Maintain accurate and organized records of administrative activities.
- Facilitate monthly finalization of invoices, utilities bills, and transportation expenses.
- Purchase requisitions (PR), purchase orders (PO) generation till completion
- Coordinate work schedules and duty assignments / Planning Overtime

II. Admin & HR Assistant

Cirin Pharmaceuticals Pvt. Ltd A wholly owned subsidiary of ICI Pakistan (HATTAR on Site) (August 2015 – Feb 2020)

- Maintain employee records (soft and hard copies), Preparation of Personal files.
- Scheduling interviews by coordinating with candidates & Line Managers
- Performing receptionist duties, Mail IN/OUT front desk duties using of PABX
- Supporting HR Team in interviewing, ON board procedure related to Site
- Answers phone calls, Correspondence, schedules meetings and supports visitors
- Preparation of New Joiners Forms, Enrollment of Thumb impression,
- Maintaining Attendance & Leave Records, Processing of Loan forms
- Provides administrative support to ensure efficient operation of office.
- Payroll working and share with Line managers and Headoffice
- Leave management of all plant staff balance and preparation
- Preparation of Exit Questionnaire, Clearance of Leavers employees
- Induction of New Joiners and preparation of onboard documentations.

Haripur, KPK, Pakistan

Khateeb.hashim.7041@gmail.com

+92 306-0857041

+92 312-9726743

<https://www.linkedin.com/in/khateeb-hashim-07a864120/>

09-September-1994

CNIC NO. 13302-3382058-3

Passport NO. CG68405

EDUCATION

B.COM (AIOU)
Continue Final Semester.

High School Certificate
Federal Board of Islamabad

Diploma in IT 1 Year
Technical Board Peshawar
K.P Pakistan (Completed)

CERTIFICATE

- ❖ 6-Month Computer Course
- ❖ First Aid Training,
- ❖ HRM Training (1 Month)
- ❖ Certification in Safety Talk
- ❖ Certified (Typing speed 50WPM)

SKILLS

- ❖ MS Office Suite, G Suite,
- ❖ MS Excel, Advanced Proficiency
- ❖ Excellent communication skills.
- ❖ Excellent time management
- ❖ Ability to prioritize work
- ❖ Multi-tasking, active listener
- ❖ Problem-Solving skills
- ❖ Decision-Making Ability
- ❖ Event Planning
- ❖ Detail-oriented and able to maintain confidentiality

LANGUAGES

- Urdu (Native)
- English (Fluent)

HOBBIES

Writing/ Reading / Travelling

#Cirin



CIRIN PHARMACEUTICALS PVT. LTD.
FORMERLY ICI PAKISTAN LIMITED
ICI PAKISTAN LTD.