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MUHAMMAD WAJAHAT SALEEM

SUMMARY

🔗 Profile:	Male 42, Married
🔗 Nationality:	Pakistani
🔗 Current Location:	Islamabad, Pakistan
🔗 Current position:	Manager Administration
🔗 Organization:	Premier Industrial Chemicals MFG Co. Ltd, Lahore Road, Sheikhpura.

WORK EXPERIENCE

Nov 2019 – Nov 2022 Premier Industrial Chemicals MFG Co. Ltd, Lahore Road, Sheikhpura
Manager Administration

- Plan coordinate and manage all administrative procedures and SOPs.
- Leading and performing operational planning functions in the area of Admin, Security & HR.
- Recruit and train personnel and allocate responsibilities and office space
- Liaison with local government departments. EOBI, Social Security, Labor, Environment, Lesco, Police etc
- Supervision of maintenance, backup, refueling of company transport.
- Direct and manage a supervisory and professional staff through which company operates all its facilities, provides preventive, emergency and routine maintenance services.
- Assigning duties to drivers as per demand from the departments.
- Coordination of routine work with the management.
- Maintain effective relationships with local Government authorities.
- Managing the maintenance and repair of machinery, computer systems, weigh bridge and electrical systems.
- Monitor inventory of office supplies and the requisitioning of new material with attention to budgetary constraints
- Performing outdoor duties as per requirement of the administration.
- Manage schedules and deadlines
- Overall responsible for general administration, facility management, asset management, procurement, organizational discipline, maintenance issues.
- Organize and supervise other office activities (recycling, renovations, event planning etc.
- Controlling the security operations, monitoring expenses, and documenting processes
- Developing procurement strategies that are inventive and cost-effective.
- Management of Officers Mess and Staff Canteen, making sure that food is served under hygienic and safety conditions and the contractor follow the contractual terms.

Dec 2018 – Oct 2019 National Police Foundation, Islamabad, Pakistan

Deputy Director – Administration

- Facility Management
- Liaison with Government ministries and departments
- Contract Management
- Inventory Management
- Support Services Management
- Employees Services Management
- Personnel Records Management
- New Recruitment / Screening / Orientation / Termination
- Welfare Projects Management
- Security & Surveillance

Nov 2017 – July 2018 Saba Education & Welfare Trust, Rawalpindi, Pakistan

General Manager – Administration

- Participating in developing policies & procedures
- Ensure smooth administrative operations
- Communicating the office requirements on timely basis to Procurement department
- Assist Board of Directors to discharge their duties and inform about the meeting agenda
- Managing Organization staff
- Handling employee relations
- Employee Record Management
- Manage and directing overall day to day operations
- Participating in seminars & Conferences
- Organizing fundraising events with close coordination of Volunteers
- Participating in corporate relations development
- Recruit and train personnel and allocate responsibilities
- Monitor inventory of office supplies and purchasing of new material with attention to budgetary constraints
- Oversee facilities services, maintenance activities

July 2015 – Aug 2017 Gulf Advantage Automobile LLC (RENAULT) Jeddah, Saudi Arabia
Admin & Logistics Manager

- Ensure that all vehicles in the fleet are properly maintained, registered, licensed, tested and, to the extent appropriate, operated in accordance with the company rules & regulations.
- Ensure that operators of vehicles receive proper instruction and refresher training needed to prevent accidents, injuries, and damage to or misuse of vehicles comprising the fleet.
- Build strong partnerships with all fleet customer segments, ensuring that services, vehicles, provided are satisfying the transportation needs of the users dispersed across these segments.
- Develop strategies in administrative manager functions to effectively run an organization.
- Supervise and manage administrative operations of a department.
- Develop and implement administrative functions to monitor business operations.
- Manage and direct the activities of the staff in an administrative set-up.
- Manage and supervise facilities functions in a production setting facility.
- Interact with other department heads in managing the entire administrative operations.
- Develop inventory control management systems for the inventory department.
- Assist and support front desk management in handling visitors and clients.
- Assist and support financial department in preparation of budget and other reports and statements.
- Develop logistics in organizing records, files and statements in an effective manner

Mar 2008 – June 2015 AL Tala Int' Transportation Co. Ltd (HANCO) Jeddah, Saudi Arabia.

Logistics Manager

- Arrange Transport and operational staff to provide support and schedule Special Event Planning.
- Perform vehicle registration, insurance and documentation regarding induction of new vehicles in existing fleet.
- Oversee routine and ad hoc maintenance, obtain tags for new vehicles and renew old ones to ensure schedule fleet management.
- Monitor and ensure fleet operation in compliance with local and state rules and regulations.
- Maintain and monitor data management system to organize fleets as per various schedules and requests.
- Streamline and monitor fuel purchase system with assistance of Fuel Cards for all vehicles and drivers.
- Participate in various workshops and educational programs and maintain knowledge on all industry relevant publications.
- Develop and implement standard operational standards to maintain vehicles by advocating best practices in industry.
- Provide direction to department staff to regulate budget cycle requirements and control budgeting process.
- Plan, process and execute vehicle purchase and vehicle replacement through efficient settlement.
- Maintain statistical reports, files and relevant records related to maintenance, repairs, depreciation, mileage, etc.
- Facilitate and implement corrective actions and capacity building to manage entire fleet to achieve company objectives.
- Able to work with minimum supervision, meet the scheduled time lines, and to plan and organize the work accordingly

EDUCATION

BA (Law/English) 2002
University of Peshawar, Pakistan

IT Skills

Windows & Office tools

☐ MS Office 2010

Non-web programming languages

☐ Oracle EBS

☐ SAP SD

LANGUAGES

English	Fluent
Urdu	Fluent
Arabic	Basic

COMMENTS

Leadership skills with proven ability to build, coordinate, and motivate teams to meet pre-defined targets and goals. Excellent organizational skill with the ability to prioritize and execute multiple projects simultaneously and work in fast pace environment. Admin, HR & Transport professional with qualitative experience, well organized, Enthusiastic, Earnest & Motivated. Proficient in completing assignments of the highest quality, on-time with successful deliverables. Highly proficient at organizing multiple tasks and responsibilities often in the context of competing priorities.
