



# SALEEM AHMED

H. No – R332, Abdullah Banglows, Surjani Sec-6, North Karachi.

Married (Mother, Spouse & 4 kids)

D.O.B: 12 Dec 1974

Cell: 03213801417

E-mail: saleemsar2@gmail.com

## Personal Statement

To be part of organization where I can have opportunity for growth, healthy atmosphere for learning and where my study utilized. I want to develop myself as a successful professional applying my skills, my knowledge. I am very sanguine to get associated with a professionally driven & progressive concern, where I can effectively contribute myself to the best.

## ACADEMIC / PROFESSIONAL QUALIFICATION

- MBA (Appeared)
- B. com (Karachi University)
- Inter Science ( BIEK)
- Matric Science (BSEK)
- Diploma in Computer Science ( SBTE)
- F & B Management Course (PITHAM)

## EMPLOYMENT HISTORY

- ❖ May 2016 - Present as “Asst. Manager HR / Admin” in AMNA INDUSTRIES (PVT) LTD.
- ❖ Oct 2013 – Feb 2016 as “HR & Admin Officer” Trans world Associates (Pvt) Ltd.
- ❖ 2009 – 2013 “HR / Admin Management” Capita Air (Durban, South Africa).
- ❖ 2003 – 2009 “HR / Admin Management” Alina Linen, (Pietermaritzburg, South Africa).
- ❖ 2000 – 2003 “HR / Admin Assistant” SanPak Engineering (Pvt) Ltd, Karachi, Pakistani.
- ❖ 1998 – 2000 “Computer Operator” Saco Traders (Pvt) Ltd, Karachi, Pakistan.

## SKILLS / COMPETENCIES:

- ❖ Good Communication & Interpersonal skills.
- ❖ Good Supervision and Delegation skills.
- ❖ Ability to take decisions.
- ❖ Good Computer skills.
- ❖ Good knowledge of ISO quality management systems.
- ❖ Have high degree of patience and understanding.
- ❖ Good English & Urdu Speaking, Reading and Written.
- ❖ Willing to travel for trainings, meetings and assignments and office visits.
- ❖ Available to work at weekends in emergencies or as and when required.
- ❖ Willing to take additional official tasks as and when required

## REFERENCE

- |  |             |
|--|-------------|
| ❖ Mr. Kaleem Qureshi (Chief Engineer in AMNA Industries) | 03018230277 |
| ❖ Mr. Shahid Siddique (FDO in AMNA Industries)           | 03152181633 |
| ❖ Mr. Amir Baig (Friend)                                 | 03333535746 |