

MUHAMMAD SHAHID KHAN

Plot no.C9C 2nd floor Khayaban-e-Sehar Phase VII DHA KARACHI, PAKISTAN

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OBJECTIVE

To attain a responsible & potential position in growing environment where I can utilize my abilities & experience to the fullest.

WORK HISTORY

Manager Administration (Oct 2009- Present) www.ahg.com.pk
Al Hafiz Group - **AHG**, Deedo.pk, **ANISONS**, www.anisons.com | www.walkins.pk

Responsibilities

- Nationwide Administration and labor management at multiple locations across Pakistan.
- Manage fleet of vehicles (maintenance, tracker, insurance, tax, sale, purchase, lease).
- Manage Employees health care insurance policy.
- Candidate Screening for specified roles and verification
- Responsible for Site security matters, security of staff and local visitors and foreigners
- Responsible to deal with all kind of Governmental agencies.
- Arrangements of charity works, Food supply every week, Aftari etc
- Director's special task; rental agreement of personal properties dealing with tenant, sales, purchase of vehicles and property, shares, personal/ home purchasing, renovation etc.
- Organized more than 100 Events (Sales conference/Lucky draw, seminars, meetings, Lunch, Dinners Trainings, Cricket Tournament etc)
- VISA processing and protocols, travel, Accommodation arrangements and organize official visits
- Prepare policies, monthly salary, bonus, Final settlement, compensation, leave encashment etc.
- Coordination with directors, departmental managers and Suppliers.
- Monitor Branch operations and other miscellaneous activities (camera, attendance, petty cash etc).
- Plan for office services, such as purchases, inventory, equipment, supplies, gate pass, attendances, utilities, transports, loading, refreshment, generator, split and general maintenance, printing, petty cash, Stationary, House Keeping, Assets management, Courier management, tracking, Cellular services, sales team tracking, fuel and expenses controls.
- Review, negotiation and renewal of rent/maintenance agreements.
- Rules Implementation, Verification and processing of respective payments.

PA to Director Production (April-2009 to Sept-2009)

AHMED FOODS (Pvt) Ltd

www.ahmedfood.com.pk

Inventory Controller (Nov-2008 to March-2009)

BIN DAWOOD GROUP SAUDIA ARBIA

www.bindawood.com

Assistant Manager Hr & Administration (March 2006 to October 2008)

Khas Group of Companies

www.khasgroup.com.pk

Responsibilities

- Co-ordinate and plan for office services, such as purchases, inventory, equipment, supplies, gate pass, attendances, utilities, transports, boarding, loading, security services, recruitment, screening, verification training development, performance management, appraisals
- Dealing with Govt. Authorities (Such as; EOBI, SESSI, Directorate of Labors etc)
- Prepared monthly Salary, Leave Encashment, Bonus, full and final payment settlements.

Project Coordinator (May 2001 to Sept 2005)

Smar International (Pvt) Ltd.

<http://www.smarinternational.com>

Responsibilities

- To manage human resources & fields operations.
- Dealing with Multinationals and International Clients about the projects.

Achievements: Successfully conducted the Market research studies for; UniLEVER, SHELL, METRO CASH & CARRY & PAKISTAN TOBACCO etc.

SALES & MARKETING:

Freelancer; Software, Hospital discount Cards, Baby wipes, Sanitizers, Surgical face masks, Vouch 365, Mobile card voucher, Contract packaging, Market retail survey.

EDUCATION

MBA in HRM from KASBIT (2020)

Masters in Social Sciences (International Relation) from Karachi University (2014)

PGD in Labour Administration and Industrial Welfare from NILAT (2008)

Certification in ADR Mediation, Conciliation & Management from Sindh Judiciary Academy (2008)

B.COM from University of Karachi (2006)

HSC in Computer Science from Govt.National College (2002).

DIT from NCR (2002).

SSC in Computer Science from Aisha Bawany School (1999).

TRAININGS:

Training by BIC in 2009

Learn Feast by TRG in 2010

AWARDS:

Organized Nivea Lucky Draw Event in 2010-2018

DUKE of EDINBURGH'S Award Program Pakistan in 1999

Workshop Attend:

ISO 9001-2015, Supply Chain Management etc.

Courses:

E-Commerce Management, Quick Books, Digital literacy

COMPUTER SKILLS

Operate inventory, attendance software, working knowledge of Windows, Microsoft word, excel, power point, outlook, internet programs, applications, Quick books Proficient computer skills.

PRIMARY SKILLS

Sound administrative experience • Ability to work independently, set priorities and managed workload. • Display initiative, flexibility, efficiency, tact and diplomacy at all times. • Confident along with Excellent interpersonal skills and Communication skills • Able to multitask and manage conflicting priorities with a positive attitude. • Attention to detail, well organized, good problem solving skills and winning mindset • Communicate and establish positive relationships at all levels. • Exposure to corporate/global environment. • Ability to work independently and set priorities

EXPERTISE

Sharp, innovative, quick learner with proven ability to adapt quickly to a challenge. A team player with a professional & positive mental attitude. Proactive & constructive approach in seeking solutions. Working under pressure & meeting deadlines. Negotiation Skills.

INTEREST

Research based web browsing, Watching TV

PERSONAL INFORMATION

FATHER NAME: MUHAMMAD USMAN KHAN (Late)	RELIGION: ISLAM
MARITAL STATUS: Married	Own Conveyance
C. N.I.C No: 42201-0684575-3	Child: 2 Sons
DATE OF BIRTH: 3 rd AUG, 1983	Domicile: Urban Sindh (Karachi)

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