

CONTACT ME

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INTRODUCTION

Presenting 12+ years of professional experience as an admin/marketing with invaluable experience in sales and marketing covering the variety of industries from start-up business, develop marketing opportunities, planning and implementing new plans. Hands on experience of providing professional advice in strategic sectors with the professional Qualification of master's in Marketing. This exposure to a wide spectrum of clients with a variety of work experience has provided me with an in-depth view of the Marketing/ advertising/administrative strategies and procurement activities. Presently seeking a professional and satisfying role in a reputable company.

CORE COMPETENCIES

- **Management and Leadership Skills**
- **Communication Skills**
- **Collaboration Skills**
- **Critical Thinking Skills**
- **Project Management Skills**

ATIF FARRUKH SHAIKH

ADMIN/SALES MANAGER

EDUCATION

MUHAMMAD ALI JINNAH UNIVERSITY, PAKISTAN

Master's in Business Administration-Marketing

DHA COLLEGE FOR MEN – PHASE VIII, PAKISTAN

Bachelor of Commerce

DOMAIN SKILLS

In-depth understanding of office management procedures and departmental and legal policies. Familiarity with Marketing Admin Operation Security procurement and facility management principles. An analytical mind with problem-solving skills Excellent organizational and multitasking abilities. A team player with leadership skills. Ability to work under pressure. Great written and verbal communication skills. Attention to detail. Superior organizational and time management skills.

MAJOR ROLES IN VARIOUS ORGANIZATIONS

A.Z CHHIPA INTERNATIONAL

PROCUREMENT, ADMIN & HR MANAGER (AUG 20Th 2020 to 30Th SEP 2023)

- Ensure the smooth and adequate flow of information within the company to facilitate other business operations.
- Manage schedules and deadline and monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints, monitor costs and expenses to assist in budget preparation.
- Track and report key functional metrics to reduce expenses and improve effectiveness. Control spend and build a culture of long-term saving on procurement costs.
- Discover profitable suppliers and initiate business and organization partnerships. Negotiate with external vendors to secure advantageous terms.
- Manage schedules and deadline and monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints, monitor costs and expenses to assist in budget preparation.
- Track and report key functional metrics to reduce expenses and improve effectiveness. Control spend and build a culture of long-term saving on procurement costs.
- Discover profitable suppliers and initiate business and organization partnerships. Negotiate with external vendors to secure advantageous terms.
- Finalize purchase details of orders and deliveries and Perform risk management for supply contracts and agreements.

RAJWANI DENIM MILLS LETD, PAKISTAN

MANAGER & ADMIN SECURITIES/PROCUREMENT (NOV 2019- AUG 2020)

- Develop and implement security policies, protocols and procedures
- Control budgets for security operations and monitor expenses
- Recruit, train, and supervise security officers and guards
- Attend meetings with other managers to determine operational needs
- Maintaining advantageous relationships with suppliers and managing disputes.
- Managing the procure-to-pay process, including requisitioning, purchasing, receiving, invoicing, and paying for goods and services.
- Plan and coordinate administrative procedures and systems and devise ways to streamline processes
- Recruit and train personnel and allocate responsibilities and office space
- Assess staff performance and provide coaching and guidance to ensure maximum efficiency.
- Manage schedules and deadline and monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints, monitor costs and expenses to assist in budget preparation.
- Keep abreast with all organizational changes and business developments

PERSONAL INFORMATION

Nationality: Pakistani

Gender: Male

Marital Status: Married

Languages Known:

English, Urdu

SKILLS & STRENGTH

I am Versed in ERP SAP Business 1, Oracle, advanced MS Word, PowerPoint, Outlook, and Excel (Advanced) and comfortable adopting any Software.

Self-motivated, Results Oriented, Time Management, Excellent Communication and Presentation Skills.

Analytical thinker with strong conceptual and problem-solving skills.

Meticulous attention to detail with superb organizational skills.

Ability to work under pressure and meet tight deadlines.

Excellent report-writing and communication skills.

policies and regulations Administering payrolls and controlling income and expenditure.

COMPUTER SKILLS

- **Excellent In M.S Office**
- **Advance excel, word etc**
- **Excellent Skills to manage**
- **Windows/DOS**

ACHIEVEMENTS

Actively participated in organizing various school events

Participated actively in various competitions at college & university level

Implemented payment gateway successfully and digitalized the payment structure of the company.

ELECTIVES DURING MBA

- **Advertising**
- **Brand Management**
- **Customer Relationship Manager**
- **Marketing management**
- **Supply Chain Management**
- **Product Management**

NEXTERA DISTRIBUTION

SALES / DISTRIBUTION MANAGER (APR 2018 OCT 2019)

- Review invoices, work orders, consumption reports, or demands forecasts to estimate peak delivery periods to issue work assignments.
- Schedule and monitor surface pickup, delivery, distribution of products/materials.
- Interview, train and select warehouse supervisory personnel.
- Confer with department heads to coordinate warehouse activities, like production, sales, records control and purchasing.
- Inspect physical conditions of warehouse, vehicle fleets, or equipment's order testing, maintenance repairs and replacements.
- Develop and document standard emergency operating procedures for receiving, handling, storing, shipping and salvaging products and materials. Examine products or materials to estimate the quantities or weight type of container required for storage.
- Negotiate with carriers, warehouse operators or insurance company representatives for services preferential rates.
- Issuing shipping instructions and provide routing information to make sure that delivery times locations are coordinated, examine the invoices shipping manifests for conformity to tariff customs regulations.
- Prepare or direct preparation of correspondence, reports and operations, maintenance and safety manuals.
- Develop plans for storage distribution activities, emphasize technological solutions.
- Develop storage models for locations and maximize operational efficiency and sustainability.
- Evaluate contractors, business partners for operational efficiency, safety environmental performance records. Evaluate freight and inventory costs associated with transit.

ZEINTH SECURITIES PRIVATE LIMITED

MANAGER OPS & ADMIN (JUNE 2014-OCT2016)

- Write or review security-related documents, such as incident reports, proposals, and tactical or strategic initiatives. Train subordinate security professionals or other organization members in security rules and procedures.
- Plan security for special and high-risk events. Order security-related supplies and equipment as needed. Coordinate security operations or activities with public law enforcement, fire and other agencies.
- Attend meetings, professional seminars, or conferences to keep abreast of changes in executive legislative directives or new technologies impacting security operations.
- Assist in emergency management and contingency planning. Recommend security procedures for security call centres, operations centres, domains, asset classification systems, system acquisition, system development, system maintenance, access control, program models, or reporting tools.
- Prepare reports or make presentations on internal investigations, losses, or violations of regulations, policies and procedures. Identify, investigate, or resolve security breaches.
- Monitor security policies, program procedures to ensure compliance with internal security policies, licensing requirements, or applicable government security requirements, policies, and directives

APNA MICRO FINANCE BANK

OFFICER OPERATIONS (2013-2014)

I was responsible for assisting senior management in the efficient management of administrative services of the Bank, such as the day-to-day management of facilities, mail processing, courier service, branch operations support, compliance, security and safety-related functions, and branch operations staff training. Performs direct supervisory duties of administrative staff, and coordinates staff for coverage in all department-related areas, including mail and courier services.

WIMPY'S SNACKS – OWN BUSINESS

MANAGER (JUNE 2010-OCT2014) NIGHT SHIFT

Oversaw the daily operations of the business. Performed office and management duties. Performed hiring, firing, and managing of employees. Managed marketing, bookkeeping, payroll, and advertising functions. Studied the industry market and kept abreast of new trends.