

## COVERING LETTER

Dear Sir/Madam.

Upon learning of your posting for an Administrator job, I hastened to submit my resume for your review. As a highly organized and self-motivated professional with expertise in coordinating and overseeing office operations to maximize efficiency and productivity, I am prepared to significantly contribute to your company's goals and objectives.

My background includes managing administrative operations and driving office efficiency within fast paced office environments while ensuring adherence to budgets and deadlines. From preparing business correspondence and developing custom Excel- and Word-based documents to handling bookkeeping activities and maintaining equipment and supplies, I excel at prioritizing tasks, collaborating with management, and developing effective communication and organizational procedures.

Highlights of my experience include...

- Skillfully managing day-to-day office operations, communications, scheduling, database management, and special projects throughout 11-year career in office administration and support.
- Achieving reputation as a Quick books specialist and streamlining bookkeeping functions by implementing software systems to drive increased accounting productivity and efficiency.
- Organizing, scheduling, and facilitating regular company-wide meetings—including meetings with B&C-level executive staff.
- Excelling at balancing multiple tasks within independent, self-starting environments while providing top-level organization and communication skills and improving operational systems.

My skills in office organization, bookkeeping, and general administration have been finely honed, and I am confident my additional strengths will readily translate to your environment. The chance to offer more insight into my qualifications would be most welcome. Thank you for your consideration; I look forward to speaking with you soon.

Sincerely,  
Manzoor Hussain



**CANDIDATE CREDENTIALS ( SUMMARY ):**

<b>Name :</b>	Manzoor Hussain
<b>Age :</b>	38
<b>Qualification :</b>	MBA - Finance
<b>Experience (Total) :</b>	11 Years
<b>Experience (In KSA) :</b>	5 Years
<b>Area of Expertise* :</b>	Administrator / Secretary / Documents Controller
<b>Position applied for** :</b>	Administrator / Supporting Staff / Secretary / Documents Controller/Purchasing Coordinator
<b>Nationality :</b>	Pakistani
<b>Present Location (City &amp; Country) :</b>	Riyadh - KSA
<b>Mobile No. :</b>	00966 57 120 4481 0092 331 8150765
<b>Email :</b>	<a href="mailto:mr.malik12@gmail.com">mr.malik12@gmail.com</a>
<b>Skype I.D :</b>	MONO1258

# MANZOOR HUSSAIN

## Administrative Coordinator



38 years old - Driving License

To be part of dynamic organization having motivational working environment and looking for responsible and challenging assignment that will make faster my advancement

and long term relationship where my experience, education and talent could make significant contributions to words corporate objectives.

Administrative Coordinator with over 10 years of experience providing thorough and skillful support to senior executives or Chief Administrator or Senior Coordinator.

A comprehensive working knowledge of various computer applications including MS Word, Excel, PowerPoint & Access and Unix, Archive and Documents Distribution System & Document Monitoring System.

An independent worker with a reputation as a resourceful problem-solver who uses her initiative and organizational skills to get the job done.

## CONTACT

✉ mr.malik12@gmail.com

☎ 00966571204481

📍 V - P.O Dher Umed Ali Shah (Punjab),  
42000 Mianwali,  
Pakistan

## EXPERIENCE

### Administrative Coordinator Technical Design/Engineering Dept.



**ABV Rock Group Co. Ltd. Ministry of Interior (SFMC-Project) P.H. Office - Since May 2015 - Riyadh-11682 - Saudi Arabia**

- ▶ Reporting to the directly to Technical Department Manager & Support the Design & Technical Director, Project Designers, Draughts persons and Commercial Designers, providing assistance as required throughout projects. Assist the design team in maintaining live records and documentation for all projects and take responsibility for the secure archiving of projects.
- ▶ Record, transcribe & post the Minutes of Executive and other meetings as needed, Arrange meetings, meeting facilities as needed, business as well as personal travel, Prepare itinerary and trip file for business travel.
- ▶ Arrange booking and Traveling Tickets and Handling formatting the documents & draft dictation. Prepare, complete and submit expense reports for Executives as well as other employees in the office & Update mail/phone directories as needed for interns and trainees.
- ▶ Maintain the office supply inventory and order additional supplies as needed. Maintain the efficient operation of all office equipment by performing minor service duties and arranging for routine and necessary maintenance as needed and take responsibility for the timely production of Operations & Maintenance manuals for projects.
- ▶ Answer multi-line telephone, take accurate messages, and screen/direct telephone calls in a professional manner. Processing incoming/outgoing mail and facsimile as well as sorting and distributing to appropriate individuals.
- ▶ Update Transmittal Data and work at DDS, DMS, UNIX and Archive System. Prepare Service Report Monthly and Daily Manpower Report. Printing, Filling, Scanning and record Soft & Hard copy.

### Assistant Administrator

**SEFEC ENGINEERING Pvt. Ltd. Best Way Cement Factory Project - January 2013 to April 2014 - Chakwal, Punjab - Pakistan**



- ▶ Maintained daily files, cash receipts and deposits, etc.
- ▶ Handled account receivables and account payable collaborating with the accounts department.
- ▶ Invited quotations from contractors for construction materials and obtained best price for the company.
- ▶ Maintained details of loan provided to customers along with sales tax exempt certificate.
- ▶ Reviewed purchase orders conversing with supervisors, and site engineers & Maintained petty cash and processed payroll of site workers.

### Assistant Administrator

**Habib Rafiq Pvt. Ltd. DHA Phase II. Comners Town - February 2011 to October 2012 - Islamabad - Pakistan**



- ▶ Prepares all company Memos and Circulars.
- ▶ Maintains the attendance register for all employees.
- ▶ Handles manpower requirements & Assist the Admin. Manager for all administrative matters.
- ▶ Prepare service report, Printing Scanning and Maintain Filling & Record, Daily Manpower Report, Support to Management Staff.

### Assistant Administrator

**Descon Engineering Ltd. Engro Chemical Project - November 2009 to December 2010 - Dharki, Sindh. - Pakistan**



- ▶ Managing reports, memos, and correspondence for internal and external purpose.
- ▶ Answering telephone calls, emails, and letters from existing and new customers.
- ▶ Scheduling, organizing, and coordinating business meetings and conference calls.
- ▶ Making travel arrangements for executives and preparing expense vouchers for accounting purpose & Maintaining and ordering office supplies for main office and branches.

## ABOUT ME

With diverse knowledge of Administration, Coordination and Customer Relation & Communication complimented with Practical experience, talent in technology, Research and leadership will help to leads organizations from change and challenge to profitable growth.

Having 10 + year miscellaneous experience of Administration, Coordination and Customer Relation & Communication in different organizations at different position. Result oriented, aggressive, and enthusiastic and open to new challenges, Hardworking flexible and adaptive to environments. Has demonstrated leadership capabilities throughout academic and professional career.

Administrative Coordinator Job Responsibilities:

Provides office services by implementing administrative systems, procedures, and policies; monitoring administrative projects; maintaining suggestion program.

Administrative Coordinator Job Duties:

Maintains administrative workflow by studying methods; implementing cost reductions, developing, reporting procedures. Creates and revises systems and procedures by analyzing operating practices; studying utilization of micro-computer and software technologies; evaluating personnel and technological requirements; implementing changes.

Administrative Coordinator

Skills and Qualifications:

Organizational Astuteness, Managing Processes, Process Improvement, Reporting Skills, Change Management, Coaching, Client Relationships, Supports Innovation, Developing Standards, Hiring, Administrative Writing Skills.

- ▶ Ensuring confidentiality of company's documents and timely starting and completion of projects & Assisting in drafting contracts and bids in a timely manner.

## Assistant Administrator

**National Rural Support Program - July 2008 to August 2009 - Noor Pur Thall (Khushab) Punjab - Pakistan**



- ▶ Planning of the social organization in consultation with the project staff under the supervision of the monitoring officer and Project manager Food Security.
- ▶ Training of VC members in the Community management skills such as record keeping etc & Maintenance of the record of the VC by the VC members in the desired form.
- ▶ Door to door assessment and identification of the beneficiaries for each component of the project as per SOPs & Regular field visits and conduct the community meetings frequently.
- ▶ Informing community regarding the HAP and complaint handling mechanism in detail and will facilitate the fixation of the Complaint Box at some suitable site in UC as per consultation with the VC members at UC level.
- ▶ Monitor all the project activities being carried out by the VC members and will reflect them in their daily reports which will be submitted to Monitoring Officer and Project Manager Food Security. Collect data as required by the program as per formats being issued to them from time to time by the management staff.

## Assistant Administrator

**EKL - Engineering Kinetics Pvt. Ltd. Maple Leaf Cement Factory Project - May 2007 to May 2008 - Iskandarabad, Mianwali (Punjab) - Pakistan**



- ▶ Prepares all company Memos and Circulars & Maintains the attendance register for all employees.
- ▶ Handles manpower requirements & Assist the Admin. Manager for all administrative matters.
- ▶ Prepare service report, Printing Scanning and Maintain Filing & Record.
- ▶ Daily Manpower Report, Support to Management Staff.

## EDUCATION

### MBA - HPMC

**National Institute of science and management - Faisalabad**

April 2009 to March 2010

I Completed my Higher Professional Management Certificate One (1) Program in Project Management with subject; HR Mgmt, Marketing Mgmt. Business Math & Statistic, QA/QC Mgmt, International Business Management.

Grade: A+ (96.5/100 %)

### Master of Business Administration - Finance

**Federal Urdu University of AST - Islamabad**

September 2004 to August 2006

I completed my Post Graduation (2) Two years program in (MBA-Finance) with subject; Security Analysis, Stock Exchange, International Finance, Economics, MIS, BRM, BCM, BMS, Adv. & Cost Accounting, QA/QC Mgmt.

Grade: B (65/100 %) - (2.81/4.0 GPA)

### B.com - Accounting & Commerce

**Punjab University Lahore, Pakistan**

September 2002 to July 2004

I Completed Two (2) Years my Graduation (Bachelor in Commerce) Degree in Accounting & IT, with subject; Advance & Cost Accounting, General Accounting, Auditing, Business Math & Statistics, Computer Science (IT), Business Law & Taxation.

Grade: B - 62/100 %

## D.Com (Accounting & Commerce)

### Board of Technical Education - Lahore, Pakistan

September 2001 to July 2002

I completed my Intermediate Education Two (2) Years (D.Com) in Commerce & Accounting, with subject; General Accounting & Inventory System, Commerce, statistics, Math, English, Urdu.

Grade: C - 58/100 %

## SKILLS

### Administrative & IT

- ▶ Experience of handling administrative, secretarial, and clerical duties.
- ▶ Possess general accounting, negotiation, and coordination skills.
- ▶ Ability to supervise and manage on-site and off-site construction activities.
- ▶ Skilled in working with Word, Excel, PowerPoint, and Adobe Acrobat.
- ▶ Ability to process invoices for payments to vendors and staff.
- ▶ Proficient in drafting reports, emails, letters, and other official documents.
- ▶ Hiring, supervising, and evaluating staff members.
- ▶ Delegating tasks and ensuring that they are completed in accordance with existing policies and procedures.
- ▶ Supporting employees by facilitating interdepartmental communications and interactions between internal and external parties.
- ▶ Answering questions and finding information for employees, vendors, clients, and lenders.
- ▶ Handling basic office duties, such as answering and routing phones, responding to emails, maintaining employee, financial, and client records, and data entry and reporting.
- ▶ MS Office Package (Word, Excel, PowerPoint).
- ▶ Email Browsing, Internet Surfing & Window XP.
- ▶ UNIX, Archive System, DDS & DMS.
- ▶ R-System (User Application, Hardware / Material / Purchase / Telephone / Travel Leave Request / Cash Statement & PAS – Personnel System).

## INTERESTS

### General

Net Surfing, Sports, Traveling Reading Books, Play cricket, watching social issues on media and documentary films, Attend seminars on communication skills & Personality Development. Conscious about Current Affairs and always remain in touch with Print and Electronic Media. Have a keen interest in Poetry.