

# MIR ASIF SALEEM

IN-CHARGE ADMIN AND OPERATIONS



## CONTACTS:

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## LINKS:

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## SKILLS:

- Problem Solving
- Administrative Skills
- Team Work
- Team Management
- Customer Service
- Time Management
- MS Office

## EDUCATION:

Graduation (B.A)

## PERSONAL DETAILS:

Date of Birth

23-August 1986

Nationality

Pakistani

Visa Status

Visit (Till July 13 2022)

Marital Status

Married

## ABOUT ME:

I have 10+ years of experience in multiple fields including Operations, Administration and Call Center. My field of Expertise is mainly in Administration and Operations. My primary focus is to develop the good working Environment and Promote my colleague's growth of knowledge and personality. I am ambitious and goal oriented and can leverage my experience and diverse skillset to propelling the organization forward.

## WORK EXPERIENCE:

### In Charge Admin & Operations, Backtech (Prepaid Recon LLC), Karachi

Oct 2021 - June 2022

As an In Charge Admin and operations, my responsibilities were to provide support to the Admin and Operations Dept. in the day-to-day running of the organizations. Support to develop work rules and guidelines for company Employees and identify what is required for staff to carry out their duties. Also schedule projects and ensure Assignments are carried out as planned. Work hand in hand with top management staff concerning work Operational issues and other activities. Carry out evaluation of company's present operational goals suggest ways of improving important areas. Maintain and organize company's facilities.

### Admin & Operations Manager, AJL Distributors, Karachi

Feb 2019 - Aug 2021

As an Admin & Operations Manager my duties were to provide inspired leadership for the organization. Develop, implement and review operational policies and procedures. Work with the Chairman to determine values and mission. Help promote a company culture that encourages top performance and high morale. Ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations. Identify and address problems and opportunities for the company. Support worker communication with the management team. Assist HR with recruiting when necessary.

### Admin and Operations in Charge Edraak, Abu Dhabi

April 2018 – January 2019

As an Admin & Operations In-Charge my duties were to oversee and direct daily company administrative processes and procedures. Report to Managing Director in daily tasks and duties. Communicate with management teams to confirm execution of company processes. Assist with the management of a range of equipment. Set goals for staff and monitor their progress. Conduct frequent performance reviews. Maintain positive client and vendor relationships.

### Section In-charge Operations Infinity Services, Abu Dhabi

July 2015 - March 2018

As a Section In-charge Operations my duties were to maintain working relationship with the union by following the terms of the collective bargaining agreement. Also working with all departments' functions like Finance, Underwriting, Sales, Distribution & Transportation and Contributes to team effort by accomplishing related results as needed. Coordinate with HR department for applying MOL Contract, MOI Residence and EID related matters for new and current employees.

### Assistant cum Accountant Sajjad Restaurant, Karachi

October 2012 – September 2014

As an Assistant cum Accountant, my duties were to maintain a proper record/filing of all documentation related to Accounts. Interacted with Suppliers related to payment, invoices and expenses. Interaction with customers with a polite way and rendered a tremendous service. Established and maintained relationships with individual and business customers and cater assistance with problems if customers may encounter. Supervision of several tasks assigned by the Management.

### CSR/T.L, Pakistan Tele Communication, Karachi

May 2008 - Mar 2010

As a CSR/Team Leader my duties were to Responsible to deal with Customer Service/Care by receiving all incoming calls to receive inquiries related to products and resolved them on top priority basis efficiently & politely, Handled Staff & Supervision of Subordinates pertaining to customer issues, Checked Staff dressing & ensured their punctuality on daily basis and Called several Junior Staff meetings and discussed future planning.