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OBJECTIVE

Looking for challenging position in a Reputed Organization for following Specification as had Meritorious Experience of 18 years for Pakistan Air Force & after Civil Organizations:

- LOGISTIC EXECUTIVE / LIBRARY / OFFICE MANAGEMENTS & ADMINISTRATOR
- اردو / انگلش کمپوزر / CALL CENTRE / T.S. REPRISENTATIVE
- COMPUTER OPERATOR / CLERICAL JOB
- E.R.P APPLICATIONS OPERATOR / PHOTO COPY MACHINE OPRATIONS

WORKING EXPERIENCE:

OFFICE CLERK / COMPUTER OPERATOR NEW MISALI PUBLIC SCHOOL TALAGANG

(DURATION: OCT 2009 - 2020)

RESPONSIBILITIES

- Held responsible to maintain School Admissions / Leaving Records in all respects
- Maintain all registers / files on "PC" i-e Cash Book / Salary Book / Order book / Accounts
Ledgers also have to backup / synchronized with "GOOGLE DRIVE".
- Work on various computer / internet tasks (**E.O.B.I / F.B.R STATEMENTS**)
- All Incoming & outgoing Mails Record
- Task for District administration, B. I. S. E Rawalpindi.
- Skilled in *MS Office (Word, Excel)* / *In-page (Urdu, Arabic Typing)*
- Held responsible for all kind of acceptance of official / public emails
- With correspondence to other educational / public organizations
- Maintain record of all kind of printed e-mails / phone / Fax records
- Entertain / set meetings with all in-coming delegations with "Top Management"
- Ascertain final discussion on Minute Sheets / Files

(DURATION: APRIL 2013- AT THIS INSTANT)

RESPONSIBILITIES

LOGISTIC CONTROL IN WARE HOUSES

- Responsible exercise general control over all activities in Stores, Relevant Departments & Warehouses.
- To ensure safe keeping in Warehouses
- To ensure cleanliness & best housekeeping of all precious items
- To maintain the quality and quantity of materials take essential actions accordingly.
- To initiate purchase requisitions for the replacement of stock of all regular stores / warehouses (eventually) i-e an item's stock level approaches the minimum limit fixed.
- To initiate action for stoppage of further purchasing when the stock level approaches the maximum limit.
- To check and receive purchased materials forwarded by the receiving department and to arrange for the storage in appropriate places.
- To reserve a particular material for a specific job when so required.
- To issue materials only in required quantities against authorized requisition notes/material lists to decrease losses / wastage of materials.
- To check the book balances, with the actual physical stock at frequent intervals by way of internal control over wrong issues, pilferage, etc.

LOGISTIC CONTROL FOR PROCUREMENTS / REPAIR IN-BOUND & OUT-BOUND

- Responsible for submission of new purchase requisitions to vendors (in-bound / out-bound) in accordance with authorized requisition notes/material lists
- To peruse correspondences with companies of all concern about shipments air waybills & packing note for receiving & sending of items
- Has been interactions (verbal /written) with Danzas Bahrain & Panalpina Bahrain (The Freight forwarders)
- Has been collect data from companies to be update on status of all items (sent for repair or being purchased) to LURSEN LOGISTIC GERMANY , MBDA FRANCE, SAAB TECH GERMANY & WEAPON UNITED

WORKING EXPERIENCE AT PAKISTAN AERONAUTIC COMPLEX

WORKING IN PRODUCTION, PLANNING & JOB CONTROL DIVISION (PP&C WING)

(DURATION: FEB 1993– 2003) . (SEP 2006-FEB 2009) & (Nov 2017 – TILL DATE)

JOB CARD SECTION

RESPONSIBILITIES

1. Preparation of Work book, Main-Hour chart , Procedure Books, Dispatch Book & Job cards for following Sections on arrival craft for G.O.H (General Overhaul):-
 - (1) Acceptance & Dismantling (Dis-Assy)
 - (2) Workshops for overhauling , Cannibalization & Repair of Components
 - (3) Structure Repair Section
 - (4) Initial Assy (ii) Final Assy (iii) Functional Test Station (F.T.S)
 - (5) Collection of All Completed Documents
- ii) Arrange & Allocate the Man hours to Technicians for Acceptance & dismantling Aircraft equipments
- iii) Arrange duly completed the record of work progress during overhauling likely procedure books / workbooks, testing & cannibalizations record of PRECISION equipments for further installation on its specific time
- iv) Maintain & Arrange Record of Consumed Material, Man-hour & Man-power for whole overhauling process.

MAINTENANCE / WORKLOAD CONTROL SECTION

RESPONSIBILITIES

- Arrangement of S.O.P (Standard Operating Procedures) & Job Descriptions.
- Planning & Liaison Between Various Work Stations for smooth & timely work completion
- Updated Work Progress Record to maintain monthly return
- Arrangement of Monthly presentation on work progress.
- Planning & arrangement the overhauling procedure to meet specific timelines & Quality oriented Jobs.
- Record of Daily work schedules
- Maintain Correspondence Record for Bases & Work Groups in Factory (C.R.G/A.R.G/PP&C & Log Support Squadron)
- Arrangement & planning for Aircraft Taxi-test & Functional Check Flights.
- Co-ordinate & prepare schedule for Acceptance Team after 03 Successful F.C.F.

MATERIAL CONTROL SECTION

RESPONSIBILITIES

- Organize and arrangement of overhauling of components from the concern workshops
- Dispatch of Repairable Items & Receiving of Serviceable Record
- Removal & installation Records

AIR CRAFT DOCUMENT CONTROL SECTION

RESPONSIBILITIES

- Upon receiving of an Aircraft for M.O.H (Major Overhaul) had been held responsible for :-
 - ❖ Collect & arrange all Aircraft Document like P.A.F Form 781 series also contact with relevant unit for History sheets / Log books of A/C Engines & all airborne equipment
 - ❖ Collect & Maintain duly completed Workbooks , Procedure Books & Man hour Consumption chart in accordance with I.S.O 9000
 - ❖ Certificates / Dispatch record which states all removed Items has been duly dispatched to the concern workshops & Work Centers
 - ❖ Maintain work progress record which help enhance & re-scheduling of overhauling process
 - ❖ After completion from initial & Final Assembly/installation collect all completed workbooks , Log Books , Quality Assurance & final ground check reports along with the data for consumption of Material & Man-hours to maintain A/C overhauling history
- After completion of Major Overhauling arrange & maintain the record of Function Check Flight (FCF) to be held in Final Test Station , Acceptance by Air Base (Units or Squadron)
- Maintain & arrange the responses record of users (Bases / Units) after ferry out flight

PERSONAL ASSISTANT**P.A.F BASE KORANGI CREEK, KARACHI, PAKISTAN**

(DURATION: MARCH 2004 – JAN 2006)

RESPONSIBILITIES

- ❖ Accomplished executive assistant offering 12 years of administrative experience reporting to a CEO and other top executives.
- ❖ Consummate professional dedicated to making the lives of busy executives easier. Serve as an effective gatekeeper; prepare well-researched and accurate documents; manage busy calendars; and efficiently handle daily office tasks.
- ❖ Proficient user of MS Office (Word, Excel, PowerPoint, Access and Outlook).
- ❖ Documentations , Office / Events Management
- ❖ Urdu / English typing (In-page / MS Office)
- ❖ Appointments / Meetings Records / Maintain Record Of task oriented phone Calls

SUPERVISOR DISPATCH SECTION / TECHNICIAN**F-6RF P.A.C, KAMRA, PAKISTAN**

(DURATION: JUNE 1993 - FEBRUARY 2003 & JAN 2006-FEB 2009)

RESPONSIBILITIES

- Office Documentations / Management / IT (Internet / MS Office)
- Store Keeping (Inventory / Lay out)
- Co-ordinate between Air traffic control (A.T.C) / Metroligical Centre / Maining control
- Scheduling and co-ordinate of Mechanical Transport (A/C Fuel refiiling oil tankers ,Fire fighting tender etc)
- Products Promotion, Sale and After Sales Service
- Armament Technician / Security (Bomb Disposal / Security Supervisor)
- Maintenance / Supervision of Small Arms , Ammunitions
- Work in active service in 1999 & 2002 at operational Aircraft flying Squadron.
- Capable of maintaining of Air Craft Documentation / Record
- Work on Practice 6kg & 25lb Bombs
- Work on A.I.M 9P / 9L Missiles
- Electrical Circuits Continuity Tracing
- Dismantling & Assembling of Aircraft Armament Components
- Active part in implementation of I.S.O 9000-2000.
- Documentation / Work Packages / Sales & Services

ACADEMIC QUALIFICATION / CERTIFICATIONS:**I.S.O 9000-2000 AND ISO 9002 MANAGEMENT / IMPLEMENTATION****F-6 R-F P.A.C KAMRA,**

(DURATION: JAN 2000-JAN 2009)

MAJOR SUBJECTS OF STUDY:

- ❖ Concepts and benefits of I.S.O 9000-2000
- ❖ Management Of office & Relations with Customers
- ❖ Managing S.O.P (Standard Operating Procedures)
- ❖ Maintaining EMI (Equipment maintenance instructions).

ASSOCIATE AERONAUTICAL ENGINEER
SCHOOL OF AERONAUTICS P.A.F KORANGI CREEK, KARACHI

(DURATION: FEB 1991- JUN 1993)

MAJOR SUBJECTS OF STUDY:

- ❖ Technical workshop
- ❖ Aero dynamics
- ❖ Mechanical Tools and their operations
- ❖ Chemistry (*organic and non organic*)
- ❖ Management and Responsibilities

BOARDS OF INTERMEDIATE / SECONDARY EDUCATION,

KARACHI PAKISTAN

DIPLOMA FROM SCHOOL OF AERONAUTICS, P.A.F IS ALSO CONSIDER EQUIVALENT TO F.SC (ENGINEERING)

PROJECTS:

8000 LIBRARY Books LAYOUT (D.D.C) DEWY DECIMAL CLASSIFICATIONS

VENUE: P.A.F KORANGI CREEK KARACHI

(DURATION: DEC, 2004-SEP, 2006)

I HAD LAYOUT AND DOCUMENTED MORE THAN 8000 BOOKS ACCORDING TO DEWY DECIMAL CLASSIFICATIONS WHICH ARE PREVIOUSELY LAID IN ODD ORDER SINCE LAST 05 YEARS.

ARRANGEMENT AND MANAGEMENT IN CONDUCT OF I.D.E.A.S 2004

TYPE: PROFESSIONAL EVENT MANAGEMENT

CONDUCT ON: (SEPTEMBER 2004)

ACTIVE PARTICIPATION IN ARRANGEMENT AND MANAGEMENT /MANAGEMENT IN CONDUCT OF INTERNATIONAL DEFENSE EXHIBITION AND SEMINAR- 2004, Presented at SONMIANI RANGE P.A.F TO PAKISTANI & INTERNATIONAL COMMUNITIES FOR PROMOTION OF PAKISTAN MADE ARMS & AMMUNITIONS .

اردو کمپوزنگ (ستمبر 2012-اپریل 2013)

(سماع اور رقص درویش - میرے عنریب نواز) کتب کی ان-چیج میں طباعت
- کتابت کا شرف حاصل رہا۔

اردو پیپر ز کی کمپوزنگ مائیکرو سافٹ ورڈ میں کر تا رہا ہوں۔