

SOHAIL AKRAM

Manager Operations

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Mashallah Housing Scheme,
Sootar Mill Stop Manawan,
Lahore, Punjab, Pakistan

DOB: September 27, 1986

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Summary

Highly efficient Operations Manager with more than 13 years of experience supervising multiple teams of employees while planning and maintaining work schedules and updating procedures and policies while performing customer service activities, Along Assisting to Managing Director about the investment of any item or script listed and before listing in equity market Pakistan Stock Exchange (PSX).

Experience

MANAGER OPERATIONS | DEC 2007 - DATE

ATS SYNTHETIC (PVT) LIMITED UNIT # 2, Kot Lakhpat, Lahore

- Improve the systems, processes, and policies for the organizations' mission especially, support better management reporting, information flow and management, business process, and organizational planning.
- supervising the distribution processes and overseeing the supply chain management to ensure that the deliveries are done timely and accurately
- Manage and increase the effectiveness and efficiency of Support Services through improvements to each function.
- Play a significant role in long-term planning, including an initiative geared toward operational excellence.
- Assisting to Managing Director about the investment of any item in the equity market Pakistan Stock Exchange. (PSX)
- Maintains administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.
- Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Completes special projects by organizing and coordinating information and requirements; planning, arranging, and meeting schedules; monitoring results.
- Maintains professional and technical knowledge by attending educational workshops, benchmarking professional standards, reviewing professional publications, establishing personal networks.
- Improves program and service quality by devising new applications, updating procedures, evaluating system results with users.
- Develop an employee-oriented company culture that emphasizes quality, continuous improvement, employee retention and development, and high performance.

ACCOUNTANT / LOTS TRADER | MAY 2005 - DEC 2007

NAJAM RIAZ GHOURI, Member LSE, Brokerage House Lahore

- Responsible for checking & control Accounting Software.
- Check & Control all types of Vouchers related to Accounts like CPV, CRV, BPV, BRV, and JVP in accounting software.
- Preparing and submitting monthly M.I.S reports to Management.
- Check & Control all daily Cash & Bank transactions.
- Monitor & Control of General Ledger System & Parties Payable System.
- Prepare bank reconciliation and bank position daily.

Skills

TEAMWORK

NEGOTIATION

EMOTIONAL INTELLIGENCE

E-COMMERCE MANAGEMENT

DIGITAL MARKETING

DECISION MAKING

PUBLIC SPEAKING

SALES AND MARKETING

RESEARCH & STRATEGY

TECHNICALLY SOUND AND COMPLIANCE ORIENTED

MAINTAIN INTER/INTRA COMPANY WORKING RELATIONSHIP

HANDLE DIFFICULT AND DIVERSE SITUATION

Certificates

- FMAX: FINANCIAL MARKET ANALYSIS
IMF: International Monetary Fund
(March 5, 2021)
- FREELANCING (Online)
Ministry of Information Technology & Telecom
Government of Pakistan (C # NDS4JYHPQ)
- GRAPHIC DESIGN (Online)
Ministry of Information Technology & Telecom
Government of Pakistan (C # M9X4KXTPQ)
- QUICKBOOKS (Online)
Ministry of Information Technology & Telecom
Government of Pakistan (C # 3USJ7BYPQ)
- DIGITAL MARKETING (Online)
Ministry of Information Technology & Telecom
Government of Pakistan (C # 6RRPFYAPQ)
- E-COMMERCE MANAGEMENT (Online)
Ministry of Information Technology & Telecom
Government of Pakistan (C # VR27WE4PQ)
- DIGITAL LITERACY (Online)
Ministry of Information Technology & Telecom
Government of Pakistan (C # WQFAU53PQ)

Education

MBA (EXECUTIVE) | SEP 2018 - FEB 2021
INSTITUTE OF BUSINESS & MANAGEMENT (IB&M)
University of Engineering and Technology, Lahore

ACMA (STAGE - 1) | JUL 2008 - DEC 2008
INSITUTE OF COST AND MANAGEMENT ACCOUNTANTS OF PAKISTAN
Lahore.

B.COM (2 YEAR) | SEP 2004 - AUG 2006
GOVERNMENT M.A.O COLLEGE
University of Punjab, Lahore.

I.C.S (2 YEAR) | SEP 2002 - AUG 2004
GOVT. SHALIMAR COLLEGE FOR BOYS
Board of Intermediate & Secondary Education, Lahore.

MATRIC | SEP 2000 - AUG 2002
P.R. HIGH SCHOOL, FOR BOYS
Board of Intermediate & Secondary Education, Lahore.

Achievements /Awards

MEMBER MANAGEMENT COMMITTEE| 2018
CRICKET TOURNAMENT
ATS GROUP OF INDUSTRIES, LAHORE

MEMBER MANAGEMENT COMMITTEE| 2016
CRICKET TOURNAMENT
ATS GROUP OF INDUSTRIES, LAHORE

LETTER OF APPRICIATION | 2012
PAKISTAN VINYL INDUSTIRIES, LAHORE

MEMBER MANAGEMENT COMMITTEE| 2011
CRICKET TOURNAMENT
ATS GROUP OF INDUSTRIES, LAHORE

SPORTSMANSHIP CERTIFICATE| 2010
ATS GROUP OF INDUSTRIES, LAHORE

CERTIFICATE OF PARTICIPATION | 2009
CENTRAL DEPOSITARY COMPANY OF PAKISTAN (CDC)

TEAM CAPTAIN | 2004
AL QALAM EDUCATIONAL WELFARE SOCIETY, LAHORE

CERTIFICATE OF MERIT | 2003
DATA GUNJ BUKHSH TOWN, LAHORE

Certificates

BY CORPORATE FINANCE INSTITUTE
(Online)

- ❖ READING FINANCIAL STATEMENTS
- ❖ MATH FUNDAMENTALS FOR CAPITAL MARKET
- ❖ INTRODUCTION TO DERIVATES
- ❖ FORMS OF BUSINESS STRUCTURE
- ❖ EXCEL CRASH COURSE
- ❖ ACCOUNTING FUNDAMENTALS
- ❖ INTRODUCTION TO CORPORATE FINANCE
- ❖ FUNDAMENTALS OF CREDIT

LANGUAGES

URDU

Native or Bilingual Proficiency

PUNJABI

Native or Bilingual Proficiency

ENGLISH

Professional Working Proficiency

SUPPORTED CAUSES

Health and Wellness

Empowering local Communities

Civil Rights and Social Actions

INTERESTS

- **READING BOOKS**
- **CHESS**
- **CRICKET**
- **BADMINTON**
- **SNOOKER**
- **WATCHING MOVIES**

REFERENCE

KHALIL AHMAD

Manager Equity, Lahore
JS Global Capital Limited

KHALID HAMEED

Admin Manager, Lahore
ATS Synthetic (Pvt) Limited Unit - 2

Also Available on Request