

# MUHAMMAD ADEEL

Engineering Coordinator  
Pakistan Int`l Bulk Terminal Ltd.

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Human Resource Management/Opportunity Forum.  
Labour Market Regulatory Authority.  
Bahrain.

Dear Recruiter,

I want to work in a position that allow me to be a member of a team, a position that supports management at all levels and a position that ensures all operational functions of the company are carried out as effectively as possible.

I have recently completed **M.B.A (Business Administration)**, with a major in **Supply Chain Management** from Dadabhoy Institute of Higher Education Karachi, Pakistan. I also possess **SAP S/4HANA Material Management** training and one project completed in trial version of SAP. I have exceptional knowledge of MS Office Programs, including notable skills in **MS Excel**. I pay close attention to details, and have strong organizational behavior skills. I have also led special projects.

As an **Engineering Coordinator** in my current position, I have been assigned for data entry, vendor management and company logistics. I regularly plan events, launch campaigns and monitor employee's helplines and assist management in reporting post-event outcomes with summary reports. Additionally, I take the lead in promoting new initiatives in the company that will help to create operational excellence. I am proud to say that I have consistently been recognized by management for meeting deadlines and for my keen attention to detail.

I appreciate you giving me a chance to be your Business Administrative/Supply Chain Management related role at Organization. I anticipate having more conversations with you. I want to contribute to the continuous success with the **Bahrain Economic Sustainable Development Goals**.

Sincerely,  
MUHAMMAD ADEEL