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Gyvenimo aprašymas (CV)

Norėdami matyti vardą ir pavardę, turite
[Prisijungti](#)

Kokio darbo ieškau? Mano teigiamos savybės

I have 15 years of proven experience in the fields of Administration, Finance, Procurement and Operations, out of which 07 years at a leading German organization, GIZ. So I have versatile experience of working in Pakistani and German organizations. Have worked with people from all over the world. Good results from audits, strong annual staff assessments for my progress are my assets. Some important points I want to share are that during Covid-19 when many team members left for their homes at the country side, I kept my organization's system running with minimum resources. I am known for dealing with every kind of person easily. The best thing is that I can control my nerves in the toughest or worst situations, which means that I don't give up when there are tough times.

I will be in Europe from 11 Dec 2023 and can come to Lithuania for an interview.

Pageidaujamas darbas Vadybininkai

Pageidaujama darbo vieta Lietuva

Kontaktai ir pagrindinė informacija apie mane

Gimimo data 1979-02-11 (46 m.)

Lytis Vyras

Gyvenamoji vieta Lietuva

Telefono numeris
 Norėdami matyti kontaktus, turite
[Prisijungti](#)

El. pašto adresas
 Norėdami matyti kontaktus, turite
[Prisijungti](#)

Darbo patirtis

Darbo laikotarpis **nuo 2023.03 iki 2023.12**

Įmonės pavadinimas SHERAZI TRADING AGENCY, Lahore Pakistan

Darbo sritis Vadybininkai

Pareigos Administration, Finance, Operations, Customs Clearance and Forwarding

Plačiau apie darbo pobūdį, patirtį

- Managing administration of matters of offices at three cities.
- Managing finance matters including customers accounts and dealing with lawyers.
- Managing port operations (sea and upcountry).

Darbo laikotarpis	nuo 2015.06 iki 2022.12
Įmonės pavadinimas	GlZ (German organization), Lahore, Pakistan
Darbo sritis	Vadybininkai
Pareigos	Administration, Finance, Procurement, Operations
Plačiau apie darbo pobūdį, patirtį	<ul style="list-style-type: none"> • Managed administration, finance with good results in audits at German organization GlZ. • Have also handled procurement as per organization rules, organization and partner companies. • Had setup new office successfully and managed biggest procurements and events for company. • Managed everything very smoothly during Covid-19 and two continuous shifting.
Darbo laikotarpis	nuo 2014.01 iki 2015.05
Įmonės pavadinimas	DEC Engineering, Lahore Pakistan
Darbo sritis	Vadybininkai
Pareigos	Administration, Finance, Import, Procurement, Customs Clearance, Marketing
Plačiau apie darbo pobūdį, patirtį	<ul style="list-style-type: none"> • Managed administration, finance of company dealing in import, manufacturing and marketing. • Managed procurement and supply chain when instructed by the CEO. • Dealt with lawyers and government authorities whenever needed.
Darbo laikotarpis	nuo 2013.07 iki 2013.12
Įmonės pavadinimas	Ravi Automobile Pvt Ltd, Lahore Pakistan
Darbo sritis	Vadybininkai
Pareigos	Brand Management, Procurment
Plačiau apie darbo pobūdį, patirtį	<ul style="list-style-type: none"> • Managed all activates of an Italian motorcycle Brand (from designing to execution). • Monitored procurement for marketing activities. • Prepared presentations for within team and outside team meetings.
Darbo laikotarpis	nuo 2008.01 iki 2013.06
Įmonės pavadinimas	Sherazi Trading Agency, Lahore Pakistan
Darbo sritis	Vadybininkai
Pareigos	Administration, Finance, Operations, Customs Clearance, Forwarding,
Plačiau apie darbo pobūdį, patirtį	<ul style="list-style-type: none"> • Managed administration, finance and operations of company dealing in services. • Managed fastest custom clearing and forwarding services in country at leading company. • Deal with lawyers and government authorities whenever needed.

Išsilavinimas

Laikotarpis	nuo 1999.09 iki 2004.11
Išsilavinimas	Aukštasis universitetinis
Mokymosi įstaiga	Institute of Management Sciences, Lahore Pakisan
Išsilavinimo sritis	Vadyba ir verslo administravimas
Sritis	Marketing (MBA) (Masters Degree)

Laikotarpis	nuo 2021.06 iki 2021.09
Išsilavinimas	Pagrindinis su profesine kvalifikacija
Mokymosi įstaiga	Pakistan Institute of Management, Lahore Pakistan
Išsilavinimo sritis	Logistikos vadyba
Sritis	Professional Diploma in Procurement and Supply Chain Management
Laikotarpis	nuo 2022.01 iki 2022.04
Išsilavinimas	Pagrindinis su profesine kvalifikacija
Mokymosi įstaiga	Pakistan Institute of Management, Lahore Pakistan
Išsilavinimo sritis	Vadyba ir verslo administravimas
Sritis	Professional Diploma in Industrial Relations and Labor Laws

Kalbos

Kalbos	Kalbėjimas	Supratimas	Rašymas
Anglų	Puikiai	Puikiai	Puikiai

Kompiuterinis raštingumas

Microsoft Office (Word, Excel, Powerpoint)
 Internet Browsing
 Winpaccs CashBook and BankBook
 OnSite Inventory software
 Outlook
 Canva

Konferencijos, seminarai, mokymai

7 Pakistan Red Crescent Society

Basic First Aid Training, 2021

8 GIZ Germany (online) Data Protection Training at GIZ, 2020

9 World Health Organization

(online)

10 World Health

Organization (online)

11 World Health

Organization (online)

Institute of Agriculture

12 Sciences, University of Punjab

WHO COVID-19 Mass Gatherings Risk Assessment Training, 2020

Infection Prevention & Control (IPC) core components & multimodal strategies, 2020

Basic Microbiology, 2020

Kitchen Gardening & Urban Farming, 2020

13 Pakistan Institute of Management, Karachi

Art of Managing Conflicts Effectively, 2019

14 UNDP & PITB Lahore EIMS & IT – Exploring the Role of Media and other Stakeholders, 2019

National Highway &

15 Motorway Police Training

College

Defensive Driving Course / Simulator Training, 2019

16 GIZ, Islamabad Facilitation & Moderation of Model Trainings for staff on Policy Against Sexual Harassment at workplace, 2019

17 GIZ, Islamabad Training of Trainers on Policy against Sexual Harassment at Workplace, 2019

18 Pakistan Institute of Management, Islamabad

Enhancing Leadership Skills, 2018

19 IOM.OIM Islamabad, Emergency First Response & Secondary Care Training, 2017

20 SMEDA & Lahore Chamber of Commerce & Industry

21 Pakistan Institute of Management, Lahore

Fire Safety & Security – Challenges & Prospects, 2017 Skills in Administration, 2016

22 GIZ Islamabad HR Management Cycle, 2016

23 GIZ Islamabad Induction Event for National Personnel, 2015

24 GIZ Islamabad Capacity Development in Audit of Banking Sector, 2015

25 LCCI & SMEDA Human Resource Management, 2015

26 LCCI & SMEDA Confidence Building, 2015

27 LCCI & SMEDA Effective Business Communication Skills, 2013

28 LCCCI & SMEDA Brand Management, 2013

National Productivity

29 Organization

Lahore Chamber of

Quality & Productivity Improvement through JIT & TPM Techniques, 2005

30 Commerce & Industry Understanding & Implementing ISO 9000:2000

Courses and Diplomas

1 Reuters News (online) Introduction to Digital Journalism

Rekomendacijos

Vardas, Pavardė	Mr Sohail Sheikh
2 Pegasus Japan (online) Japanese Pareigos	Kaizen Software for factory improvement Team Leader
Įmonės pavadinimas	GIZ
3 GIZ Germany (online) Information Telefono numeris	security at GIZ, in 2022 organized by GIZ +923335129962
El. pašto adresas	sohailgtz@gmail.com
4 GIZ Germany (online) E-learning	Compliance Module for Managers
Vardas, Pavardė	Mrs Ayesha Anwar
5 GIZ Germany (online) E-learning	Compliance Basic Module
Įmonės pavadinimas	Sherazi Trading Agency (since 1977)
6 GIZ Germany (online) Information-Telefono numeris	Security at GIZ, in 2021 Annual Training Course 2021 +923441173207
El. pašto adresas	stasince1977@gmail.com

Papildoma informacija

Pomėgiai	Training / teaching poor children Social Work Motorcycle traveling Books
Vairuotojo pažymėjimas	B
Vairuotojo nuo	1998-01 (27 m.)
Pageidaujamas atlyginimas	2000 EUR per mėn.
Šiuo metu uždirbu	700 EUR per mėn.