

# KAREENA AHMED



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## PROFILE / ABOUT ME

Friendly, adaptable professional with versatile experience of 14 years with proven history to serve team as a leader or member. Focused and self-driven when given independent work. Capable of collaborating with interdisciplinary professionals to meet company goals. Able to build positive relationships with new and established clients. Skilled at working under pressure in a fast-paced environment and managing diverse tasks simultaneously.

## INTERPERSONNEL SKILLS

- Able to work independently in a fast paced and rapidly changing environment.
- Able in developing and motivating teams for a desired outcome.
- IT literate and proficient in MS Office.
- Comfortable in dealing with Senior Managers or Executives.
- Ability to win and retain long-term high-quality clients as well as recurring business.
- Willing and capable of learning and adaptive in a modern-day challenge.
- Able to understand client's needs and issues from a business point of view.
- Ability to communicate in a clear and effective manner.
- High level of personal organization and time management skills.
- Ability to maintain self-motivation and be consistently pro-active

## CAREER HISTORY

### ➤ Saif Group Islamabad, Pakistan – Admin In charge

(Jan 2022 - Present)

- Supervising the day-to-day operations of the administrative department and staff members.
- Ensuring the office is stocked with necessary supplies and that all equipment is working and properly maintained
- Manages the office maintenance and repair of machinery, equipment and electrical systems including alteration as and when instructed by the superiors.

- Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees Analyze and reconcile supplier invoices against the ordered goods & services.
- Responsible for the purchase of products and services in the organization.
- Responsible for Repair & Maintenance of Company Vehicles.
- Working closely with Finance to seek-out clarifications with suppliers on invoices.
- Ensuring flawless Final Acceptance on ordered services and goods along with subsequent billing from vendors on a timely manner.
- Maintain an up-to-date and easily accessible filing systems for all procurement documents.

➤ **Metis International Islamabad, Pakistan** - Assistant Manager Operations

(May 2021 – Dec 2021)

- Operational & Management Support
- Responsible to complete all operational tasks against ongoing and prospect engagements within the country. Managing & coordinating with operational teams including Jazz & ABL Projects.
- Contractual Staff Recruitment and Admin Role for short term projects.
- Looking after day-to-day operations of maintenance department.
- Performing Financial and Technical BID preparations as per directives from Senior Leadership.
- Managing Overall Sales Cycle from Bidding to Financial retrievals.
- Worked as Project Manager on **Safe City Islamabad** O&M.

➤ **Asia Group of Companies Islamabad, Pakistan** - Manager Coordination

(Feb 2020 – May 2021)

- Looked after cargo shipments to maintain sanctity between receivables and payables in an entire GULF region.
- Verification of bills, Bank Deposits and ensuring to keep check and balance on existing financial system within the company.

➤ **RIMS Pvt Ltd, Islamabad, Pakistan** - Manager Operations

(Mar 2016 – Jan 2020)

- Implementing financial strategies on bid proposals while considering applicable taxes, duties, freights, Terms of Payments, warranty, training, installation and commissioning and price (INCOTERMS) basis.
- Built collaborative reports with Accounts department for payable and receivables.
- Collaborative reports for Technical Department on trainings, installation, commissioning.

- Developed purchase orders based on negotiated terms with the suppliers.

➤ **M/s Trojans, Islamabad, Pakistan** - *Manager Commercial*

(Sep 2011 – Mar 2016)

- Built sustainable relations with Strategic Partners; strategically positioned negotiations and administer contracts with principals, suppliers, Vendors, and other representatives.
- Developed purchase orders based on negotiated terms with suppliers. Identified key verticals to monitor shipments ensuring timely delivery of goods and managing any outstanding deliveries.
- Defined and implemented pricing strategies on bid proposals considering applicable taxes, duties, freights, Terms of Payment, warranty, training, installation & commissioning, price (INCOTERMS) basis.
- Built synergies with staff, users, and vendors to discuss defective or unacceptable Goods or services and determine corrective action as well as dealt matters of after sales support warranty claims, annual maintenance.

➤ **Air Foundation School System, Pakistan** - *Administration & Account Executive*

(Apr 2010 – Apr 2011)

- Routine Accounts and Administration Work.

➤ **The Educators Rawalpindi, Pakistan** - *Account Executive*

(Sep 2008 – Mar 2010)

- Looked after Institute Accounts and any other task assigned by the Management.

## **ACADEMIC QUALIFICATION**

- B.COM (Commerce) -2008
- Microsoft Office
- Quick Books (Basic Level)
- Microsoft Dynamics 365, Sales Force, Siebel CRM (Beginner Level)

## **REFERENCES**

- References would be provided on demand.