

ZAHID AZIZ

Administration Officer

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Objective: Skill Development, Knowledge expansion, Career Advancement, Professional Growth, Increased Responsibility, Networking, Adaptability and Flexibility, Continuous Learning, Recognition and Rewards, Personal Satisfaction

Education: Higher Secondary School Certificate Examination

EXPERIENCE

October 2000 – May 2023

Office Assistant: Pakistan Poverty Alleviation Fund:

Purchasing office stationery, maintaining stock register and store keeping, issuing different items to employees, keep record of inventory and balance record system for ordering new inventory to the vendors. Assisting with event planning and coordination, Handling petty cash and expense reports, Maintaining office equipment and systems, Ensuring confidentiality and handling sensitive information, Assisting with HR-related tasks and record-keeping, Conducting research and compiling information, Assisting with basic bookkeeping tasks, Coordinating travel arrangements for staff, Organizing and maintaining office files, Supporting onboarding and offboarding processes, Handling data entry and basic bookkeeping, Completing assigned administrative duties accurately. Maintaining leave records of all staff employees. Maintaining office equipment like photocopier, printers, scanners, supervision of support staff in terms of attendance and maintaining the leave records. Official dealing with WAPDA, CDA, Excise Office for registration of new and old vehicle transfers.

June 1996 – October 2000

Stenotypes and Recovery Officer: Pak Steel Re-Rolling Mills:

General office administrative support and tasks, Managing correspondence and communication channels, Scheduling appointments and coordinating meetings, Maintaining office supplies and inventory management, Assisting with document preparation and organization, Providing support to staff members and executives, Greeting visitors and answering phone calls, Managing office calendars and scheduling systems, Assisting with event planning and coordination, Handling petty cash and expense reports, Maintaining office equipment and systems, Ensuring confidentiality and handling sensitive information, Assisting with HR-related tasks and record-keeping.

Collecting outstanding payments and debts, Contacting debtors and negotiating repayment plans, Sending payment reminders and follow-up communications, Documenting and updating payment records, Conducting financial investigations and background checks, Analyzing financial statements and creditworthiness of debtors, Initiating legal action if necessary, Collaborating with legal and collection agencies, Resolving disputes and mediating payment arrangements, Maintaining accurate and up-to-date debtor information.

May 1994 – June 1996

Transport In Charge: Pakistan Steel Mills:

Managing transportation operations at Pakistan Steel Mills, Ensuring efficient movement of goods and materials within the facility, Coordinating with suppliers, contractors, and transport service providers, Planning and optimizing transportation routes for timely deliveries, Monitoring vehicle maintenance and ensuring compliance with safety regulations, Managing transportation budget and controlling costs effectively, Overseeing the acquisition and disposal of company vehicles, Implementing logistics strategies to improve operational efficiency, Maintaining records of transportation activities and performance metrics, Collaborating with other departments to meet organizational objectives, Addressing any transportation-related issues or delays promptly, Staying updated with transportation regulations and industry best practices.

Caretaker At Pakistan Steel Mills:

Maintaining cleanliness and orderliness of the premises, Ensuring the security and safety of the property, Performing routine maintenance tasks and repairs, Monitoring and addressing any maintenance issues promptly, Managing inventory and supplies for the facility, Assisting with setting up and organizing events or meetings, Responding to emergencies and taking appropriate action, Conducting regular inspections of the premises, Providing general assistance and support to occupants or visitors, Keeping records of maintenance activities and repairs, Operating and maintaining equipment and machinery.
