

MUHAMMAD WARIS ALI KHAN RIND

Postal Address: Al-Fareed Chat Mahal Near General Bus Stand, Khanpur, Distt Ryk, Pakistan

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ABOUT ME

Experienced in developing and implementing effective strategies to drive business growth and achieve organizational objectives. Skilled in identifying new opportunities, building strong client relationships, and collaborating with cross-functional teams. Committed to staying informed about market trends and delivering impactful presentations.

QUALIFICATION

2016	Diploma in Office Management	<i>Ali Post Graduate College of Commerce and IT</i>
2016	Bachelor of Science	<i>Islamia University Bahawalpur</i>
2013	Intermediate (Computer Science)	Board of Intermediate & Secondary Education Bahawalpur
2011	Matriculation (Science)	Board of Intermediate & Secondary Education Bahawalpur

WORK EXPERIENCE

1) GreenGro (Pvt) Ltd

Position: **Admin Assistant**

December 1, 2020 – October 31, 2023

Observed & Experienced:

- Assisting with all aspects of administrative management, logistics, equipment, and administrative and operational problems.
- Coordinating between departments and operating units in resolving day-to-day administrative and operational problems.
- Scheduling and coordinating meetings, interviews, events, and other similar activities.
- Sending out and receiving mail and packages.
- Managing documents and files.

2) Khawaja Basheer Ghee Dealers

Position: **Computer Operator**

1st Mar, 2017 – 30 Sep, 2020

Observed & Experienced:

- Manage computer systems for inventory and sales.
- Maintain accurate records of cooking oil stock levels.
- Process customer orders and ensure timely deliveries.
- Monitor and reorder cooking oil supplies as needed.
- Collaborate with suppliers for efficient stock replenishment.
- Generate reports on sales and inventory for analysis

COMPUTER SKILLS

- MS Office (Word, PowerPoint, Excel, Outlook)
- Adobe suite (Photoshop, Illustrator)
- Typing Speed 30 Words Per Minute

INTERPERSONAL SKILLS

- Ability to work under pressure and on multiple projects at the same time
- Emotional intelligence
- Sense of responsibility
- Time management
- Teamwork/Collaboration

PERSONAL DETAILS

Father's Name: Mushtaq Ahmad
Date of Birth: June 15th, 1994.
Marital Status: Married
Nationality: PAKISTANI
Religion: Islam