



WASEEM RAFIQ

PROFESSIONAL SUMMARY

Results-oriented finance professional with a proven track record in financial analysis, strategic planning, and risk management. Possessing a strong analytical mindset and attention to detail.

« Curious, Motivated, Innovative»

EDUCATION

Bachelor in Arts (14 Years) 61%

Allama Iqbal Open University Islamabad Pakistan 2017-2019
Attested by the UAE Embassy of Pakistan & MOFA UAE.

HSSC (12 Years)

53%

BISE Multan, Pakistan

2005-2007

Attested by the UAE Embassy of Pakistan & MOFA UAE.

Matriculation

65%

Garrison Cadet High School Multan, Pakistan

2001-2003

PROFESSIONAL EXPERIENCE

An Administrator

April 2013 to Present

Kazdani Feeds & Grains EST Sharjah United Arab Emirates

Coordinate office activities and operations to secure efficiency and compliance to company policies

Supervise administrative staff and divide responsibilities to ensure performance

Manage agendas/travel arrangements/appointments etc. for the upper management

Manage phone calls and correspondence (e-mail, letters, packages etc.)

Support budgeting and bookkeeping procedures

Create and update records and databases with personnel, financial and other data

Track stocks of office supplies and place orders when necessary

Submit timely reports and prepare presentations/proposals as assigned

Assist colleagues whenever necessary

Handling basic office tasks, such as filing, delivering mail, answering emails and phone calls, and data entry.

Coordinating schedules and managing calendars for multiple parties to ensure that activities are properly arranged with no conflicts.

Making travel arrangements and preparing documents, presentation materials, and facilities for meetings.

Entering and updating company, employee, and client records.

Ordering, storing and distributing office supplies.

An Administrator

CONTACT

+971 56 155 3504

Waseemrafiq138@gmail.com

SHARJAH, UNITED ARAB EMIRATES

SKILLS

- Financial Analysis
- Budgeting and Forecasting
- Risk Management

LANGUAGES

English: Expert

Arabic: Basic

Urdu: Native

Hindi : Expert

Punjabi : Native

HOBBIES

- Book Reading
- Cricket

Diploma from Alison Ireland

- > **Diploma in International Finance** from Alison Ireland with 97% score in Dec, 2023.
- > **Internal Auditing – Fundamental Principles & Concepts** from Alison Ireland.
- > **Diploma in Information Technology Management** from Alison Ireland.
- > **Diploma in Legal Studies** from Alison Ireland.
- > **Diploma in International and Strategic Human Resource Management** from Alison Ireland.
- > **Diploma in Executive Assistant Skills and Administrative Support** from Alison Ireland.
- > **Diploma in Operations Management (Ops)** from Alison Ireland.
- > **Diploma in Human Resources (HR)** from Alison Ireland.
- > **Diploma in Quality Management** from Alison Ireland.
- > **Diploma in Customer Service** from Alison Ireland.

Personal Information

Father's Name:	MUHAMMAD RAFIQ QAMAR
Date of Birth:	07-August-1988 (35 Years)
Passport No.	CL9561593
Nationality:	Pakistani
Religion:	Muslim
Driving License:	Qatari Driving License
Marital Status:	Married (2 Kids)
Gender:	Male



WASEEM RAFIQ