

MUHAMMAD TEHSEEN ANSARI

Administration Supervisor

PROFILE

North Karachi Sector 11'E House No L,1181

Karachi

03311351866 | tehseenansari8899@gmail.com

SUMMARY

Dynamic Administration Supervisor with a solid foundation in administrative functions and team leadership. Skilled in optimizing office operations, improving workflow efficiency, and enhancing team productivity. Proven ability to manage multiple tasks simultaneously, ensuring deadlines are met while maintaining high-quality standards. Demonstrates strong communication and interpersonal skills, fostering a collaborative work environment. Committed to professional development and eager to leverage experience to contribute effectively to organizational goals. Adept in utilizing various administrative tools and software to streamline processes and enhance service delivery.

WORK EXPERIENCE

Engro Polymer & Chemical Limited Administration Supervisor
June, 2022 - present,

EDUCATION

Board of Secondary Education matric (science)
Karachi
,
Inter Board Karachi Intermediate (commerce)
,
Inter Board Karachi B.Com (In Progress)
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SKILLS

Excel



Team Managing



Team Leadership



Sap Software



MS Office



Speaking Power



LANGUAGES

Urdu

English

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