

MUHAMMAD ASAD SALEEM

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Flat No. C-3 Mehboob Heights sector 11 C-1 North Karachi, Karachi, Pakistan.

PROFILE OVERVIEW:

Experienced project officer with good adaptable attitude, having experience in Health Care Industry. Professional with Master of Business Administration (MBA) focus in Supply Chain Management and Project Management from PAF-Karachi Institute of Economics & Technology.

PROFESSIONAL EXPERIENCE:

UNIVERSAL ENTERPRISES

September 2018 – Present

Project Officer

Responsibilities:

- Local Purchasing.
- Monitoring stock level.
- Planning delivery timetables.
- Overseeing the distribution process every step of the way, to make sure the products are not only stored correctly but dispatched on time too.
- Maintain effective communication with the project team on project limitation and requirements.
- Prepare reports on project status and complaints.
- Maintaining and monitoring project plans and project expenditures.
- Assess project risks and issues and provide solutions where applicable.
- Daily co-ordinate with field engineers and technicians about project progress.
- Documenting and following up on important actions and decisions from meetings.

Projects:

Worked on different projects as a Project Officer:

- Provision of 200 Hemodialysis services at 23 Health Facilities in Sindh, Government of Sindh, Karachi.
- Sindh Government Infectious Disease Hospital.
- Hospital Medical Gas pipelining.

M.M & CO (OLYMPUS)

November 2014 –November 2016

Service Engineer

Responsibilities:

- Worked as a Service Engineer, the duties involved; Inspection of Endoscopes and other medical equipment's.

- Diagnose and troubleshooting of medical equipment's which includes Camera Light source CLV 160,180 Camera processor CV 160, 180 and other equipment's.
- Maintained weekly and Monthly reports of services and stock.

EDUCATION:

Master of Business Administration (MBA) Major: Supply Chain Management PAF-Karachi Institute of Economics & Technology, Karachi	Jan 2019 – Dec 2019
Master of Business Administration (MBA) Major: Project Management PAF-Karachi Institute of Economics & Technology, Karachi	Jan 2016 – Dec 2018
Bachelor of Electrical Engineering (BE) Specialization: Electronics Bahria University, Karachi	Sep 2010 – Aug 2014
Intermediate – Pre-Engineering Government Dehli College, Karachi	2008 - 2010
Matriculation – Science Public School, Karachi	2006 - 2008

PERSONAL INFORMATION:

Father Name	:	Saleem Ismail Siddiqui
Nationality	:	Pakistani
CNIC NO.	:	42101-8725785-7
Religion	:	Islam
Date of Birth	:	23 rd May 1990
Marital status	:	Married
Languages	:	English and Urdu