

MANSOOR MURTAZA

+974 3134 6818 @ mansoormurtaza86@gmail.com

Near Al-Mansoura Metro Station Doha, Qatar

Valid QID and NOC Available



EXPERIENCE

Document Controller

09/2024 - 01/2025

Enhanced Facilities Services

West Bay - Doha

- Oversee the creation, maintenance, and retrieval of documents, ensuring accuracy, confidentiality, and compliance with organizational and regulatory standards for manpower and facility operations.
- Provide comprehensive administrative support, including scheduling, correspondence, and resource coordination, to streamline facility management processes and optimize manpower deployment.
- Maintain and update employee records, contracts, and operational documentation, ensuring alignment with legal and organizational requirements.
- Serve as the primary point of contact between internal departments, clients, and vendors, facilitating smooth communication and resolving document-related inquiries promptly.

Administrative Operations Manager

06/2022 - 08/2024

Nadeem's Group

Pakistan

- Oversaw daily administrative operations, optimizing workflows and ensuring compliance with organizational policies and standards.
- Coordinated cross-departmental initiatives, optimizing workflows to support key business objectives and improve service delivery.
- Managed vendor relationships and procurement processes, ensuring cost-effectiveness and high-quality service.
- Analyzed operational data to identify trends and make strategic recommendations for process optimization.

Executive Assistant to CEO

01/2021 - 05/2022

BMC Distribution Network

Pakistan

- Managed the CEO's daily schedule, meetings, and travel arrangements, ensuring seamless coordination of executive activities and priorities.
- Conducted research, prepared reports, and created presentations to support strategic decision-making and business planning.
- Acted as the primary liaison between the CEO and internal/external stakeholders, fostering effective communication and relationship management.
- Streamlined administrative processes by implementing organizational systems and tools, improving operational efficiency and executive support.

Sales Administration Manager

01/2016 - 12/2020

BMC Distribution Network

Pakistan

- Managed end-to-end sales administration, including order processing, contract management, and compliance with company policies to ensure operational excellence.
- Conducted detailed market analysis and competitor research to identify opportunities for expanding market share and improving sales strategies.
- Implemented cost-effective sales workflows and reporting systems, reducing administrative overhead and enhancing team productivity.
- Collaborated with senior leadership to design and execute sales incentive programs, motivating the team to consistently exceed performance goals.

SUMMARY

Experienced professional with 11+ years in administration, operations, sales, HR, and document control. Skilled in streamlining workflows, managing teams, and delivering results aligned with organizational objectives.

SKILLS

Operational Management & Process Improvement

Executive Support & Confidential Administration

Sales Strategy & Client Acquisition

Customer Relationship Management

Regulatory Compliance & Risk Mitigation

Data Analysis & Reporting

Team Leadership & Staff Development

Vendor & Procurement Management

Human Resources & Employee Relations

Event Coordination & Project Management

LANGUAGES

English Proficient ●●●●●

Urdu Native ●●●●●

Punjab Native ●●●●●

Hindi Proficient ●●●●●

EXPERIENCE

HR Administrative Assistant

05/2013 - 04/2015

Pakistan Software Export Board

Pakistan

- Provided administrative and HR support, coordinating recruitment, onboarding, and employee relations activities.
- Administered payroll and benefits, ensuring accurate records and adherence to labor law requirements.
- Enhanced office efficiency through effective organization of resources, workflows, and administrative protocols.
- Maintained detailed personnel records, enabling accurate attendance tracking and performance monitoring.

EDUCATION

Master of Business Administration

12/2016 - 11/2018

University of the Punjab

Pakistan

- Website <http://www.pu.edu.pk/>

Bachelor of Computer Science

09/2011 - 08/2013

Punjab Group of Colleges

Pakistan

- Website <https://www.iub.edu.pk/>