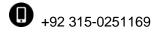
# RIAZ UR RAHMAN GAZDHAR



gazdharr@engineer.com

## PROFESSIONAL SUMMARY

Safety- and team-oriented with organized and efficient approach to handling simultaneous tasks. Seek challenging new role with opportunity to advance in fast-paced environment. Considered motivated employee with positive attitude.

#### WORK EXPERIENCE

## Production Planning Cooordinator As SAP S/4 HANA User

Sep 2021 - Till Now

Hamdard Laboratories Waqf Pakistan (HLWP) • Nazimabad, Karachi

- 1. Convert planned orders into process orders by using SAP.
- 2. Check line clearance and delivered confirmations by using batch number or material process order number.
- 3. Deliver confirmations of daily packing and bulk process orders by using SAP.
- 4. Make orders and do line adjustments by using SAP.
- 5. Print STO's of completed orders.
- 6. Make reservations of janitorial and stationary stuffs by using SAP.

Nov 2019 - Feb 2020 Receptionist

Istanbul Harmony Hostel • Sirkeci, Istanbul

- 1. Answered telephone calls to field inquiries from clients, vendors and various other callers seeking information. Kept reception area clean and neat to give visitors positive first impression.
- 2. Routed incoming mail and messages to relevant personnel without delay.
- 3. Monitored premises, screened visitors, updated logs and issued passes to maintain security.
- 4. Assisted over number customers via phone each timeframe.
- 5. Operated multi-line telephonesystem to independently handle over number of calls each day.
- 6. Answered high-volume, multi-line telephone, directing callers to appropriate company personnel.
- 7. Collected, sorted, distributed and sent mail and packages.

**Computer Operator** Jan 2015 - Jun 2018

Exeed Geo Textile L.L.C • Musaffah Industrial ICAD 1, Abu Dhabi

- 1. Maintained spreadsheets of type data across multiple systems while preserving exceptional data accuracy.
- 2. Efficiently completed over number production work orders under strict timelines and budgets.
- 3. Managed output quality and control of type documents processed on assigned equipment.
- 4. Complied with data entry quotients to support time- sensitive project input milestones.
- 5. Supported efficient use of available computer terminals and network access by coordinating schedules.
- 6. Eliminated downtime and maximized revenue by providing top project quality control.

#### **Assistant of Accounts Manager**

Nawab Steel Works • Karachi

Jan 2012 - Nov 2014

- 1. Initiated comprehensive account assessments to check viability, stability and profitability of business operations.
- 2. Organized budget documentation and tracked expenses to maintain tight business controls.
- 3. Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
- 4. Directed gathering of required documentation and files for account audits and completed reviews.
- 5. Partnered with auditors on annual audits and realized compliance with governmental tax guidelines.
- 6. Overhauled process for year-end inventory audits to improve accuracy.
- 7. Performed routine closings, maintained clean, accurate and accessible records and kept close eye on transaction updates throughout each quarter.
- 8. Checked payroll, vendor payments, commissions and other accounting disbursements for accuracy and compliance.
- Prepared internal and regulatory financial reports, including balance sheets and income statements. Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.

#### **EDUCATION**

## **Academic English**

Nov 2018 - May 2019

Altinbaş Úniversitesi • Istanbul

I did B2 according to Common European Frame of Reference (CEFR) which is equivalent to IELTS 6.5 Bands.

#### Pre - Engineering (H.S.C) 12th Standard

Oct 2009 - Oct 2011

Pakistan Shipowner's Government College • Karachi

I did Intermediate in Pre-Engineering (Science Group) from Board of Intermediate Education Karachi.

#### Biology (S.S.C) 10th Standard

Apr 2007 - Jun 2009

Government Karachi Boys Secondary School • Karachi

I did Matriculation in Biology (Science Group) from Board of Secondary Education Karachi.

# **SKILLS**

- ✓ AUTO CAD: 2 dimensions and 3 dimensions drafting and building, interior and exterior plans, elevations, front, back, right, left layouts and appropriate materials selection according to customer needs.
- ✓ Microsoft Office (Word, Excel, Power Point, Outlook & Etc.) All versions both on x86 & x64 Bit Operating Systems.
- ✓ Microsoft Windows Installation both on x86 & x64 Bit Operating Systems such as (Desktop PC's, Laptops, Tablets, IPad, Mac Books, Notebooks, Pro Books, Ultra Books, Chrome Books, Linux, Unix & Hybrid Laptop – Tablet PC's & etc.).
- ✓ Hardware & Software.

- ✓ Networking and Communication.
- ✓ Tackle Hardware, Software and Network Troubleshooting.

# **PROFESSIONAL CREDENTIALS**

Auto Cad 2D and 3D Certificate from CADCOM Education Systems Karachi.

# **AWARDS AND HONOURS**

# **Achieve 3000 Certificate**

2019

I took part in English Lexile Online Competition and got certificate of accomplishment from Achieve 3000 by Altinbaş Úniversitesi.

# Raymond Murphy Scholarship UK

2019

I have been participated for this scholarship and got 1st position in whole Turkey among 5 students which was held by Cambridge University in UK. Anyone can google and check my name easily.

## **LANGUAGES**

1. English : ★★★★☆

2. Urdu: ★★★★★ (Native)

3. Turkish: ★★☆☆☆

4. Hindi: ★★★☆☆

# **INTERESTS**

- 1. Reading Books
- 2. Web Surfing
- 3. Travelling
- 4. Cooking