

RIAZ UR RAHMAN GAZDHAR



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5 - E 21/11, First Floor Bara Maydan, Nazimabad Karachi Central # 74600 (Pakistan)

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 Coordinator 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.

Receptionist

Nov 2019 - Feb 2020

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.
9. 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

Altınbaş Üniversitesi • Istanbul

Nov 2018 - May 2019

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

Pakistan Shipowner's Government College • Karachi

Oct 2009 - Oct 2011

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

Biology (S.S.C) 10th Standard

Government Karachi Boys Secondary School • Karachi

Apr 2007 - Jun 2009

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 Üniversitesi.

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