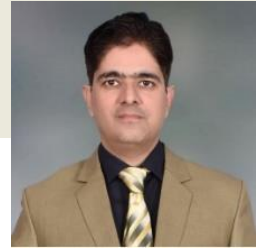


MUHAMMAD OMER SADIQ
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INTRODUCTION

An MBA, CHRP and accomplished professional offering **21 years of experience** including 13 years of progressive roles in energy sector. I am providing value added **C-level executive assistance** to the business stakeholders in **building organizations from ground up**, operations management & business development.

I have a demonstrable ability to shape forward plans, taking into account business strategy and implementation of best management practices. I am a **team player**, can **work cross-functionally**, efficiently, in a challenging work environment **with little assistance**.

Personal Traits	• Trustworthy	• Humble	• Obedient
Professional Traits	• Competent	• Adaptable	• Attentive
Skills	• Leadership	• Negotiation	• Communication

WORK EXPERIENCES (PAKISTAN)



Organization: OSLO Power & Energy Company

Period: August 2022 – January 2023

Designation: Senior Manager (Operations) – Reporting to CEO

*Hold overall accountability in managing teams for system design, supply chain, installation, commissioning and maintenance. Assist management in matters pertaining to **strategic planning**, P&L, **bidding**, tendering, procurement, contract management, **clients' relationship** and business development. **Contribute** to the development of solar business by developing relationships with key stakeholders. **Draft, negotiate and finalize contracts** worth millions in PKR. **Being a focal person** makes **internal and external correspondences** on behalf of the company.*

Selected Accomplishments:

- **Timely delivers** 1+MW solar projects and installation of 300+ solar LED street lights.
- **Made extensive field visits** for meeting with prospective clients, **preparation and submission of technical and financial proposals** for 5+MW solar systems and 1000+ solar LED street lights.
- **Managing** company's official LinkedIn page.
<https://www.linkedin.com/company/oslo-power-energy-co-opec/>

Organization: KH Group of Companies

Period: August 2020 – July 2022

Designation: GM - Business Development & Operations (North) – Reporting to CEO

*I assisted CEO in day-to-day business operations of the company. Accompany him in business development activities to **explore investment opportunities** for independent execution or joint ventures for private and/or Public Private Partnership projects.*

Selected Accomplishments:

- **Setup and administer company's offices in Lahore** while corona pandemic was at its peak.
- **Successfully wins contracts** through different types of self-generated leads and various outreach activities for transport & logistics and facility management ventures worth millions in PKR.
- **Lead a brilliant team of professionals** which performs scrutiny and selection of tenders, prepare brief and recommendations for selected tenders/RFPs/EOIs, purchase tender documents (where required), **assists in bid evaluation**, preparation and its timely submission.
- **Represented company in pre-bid and post bid meetings** relating to the public tenders.
- **Build and managed company's websites** (www.khgrouppk.com and www.oaklogistics.com.pk) and social media platforms (Facebook & LinkedIn).

Organization: Global Energy Infrastructure Pakistan (Pvt) Ltd.

Period: June 2011 to July 2020

Designation: General Manager (Admin and HR) – Reporting to Chairman & CEO

*Hired and assigned a **leadership role to manage material and human resources**. I provided **effective administrative support** in a fast-paced working environment demanding strong organizational and interpersonal skills. I liaised in matters pertaining to permits, licenses and approvals, **coordination with government departments**, regulatory bodies and lawyers in legal matters, petitions and court proceedings.*

Selected Accomplishments:

- **Acquired, setup and upkeep** company's offices in Lahore, Karachi and Islamabad also having 10 in-house VIP guest rooms for visiting officials, local and foreign guests (for cost saving measures).
- **Streamlined business operations** through formulation and implementation of company's financial and HR manuals.
- **Accompanied Chairman and core management team** (comprising of world's leading energy and industry experts) during meetings with renowned business entities, private investors, trade associations and/or foreign delegates.
- **Efficiently managed all visa facilitations**, travel, transport & logistics, safety and security arrangements for visiting foreigners.
- **Professionally managed the HR roles** applying best management practices ensuring transparency in hiring and promotions, justice in employee grievances and continuity in business process improvement.
- **Lead a team that organized a high-level meeting** at the Prime Minister's office with the company management and executives of Qatar Petroleum including H.E. Saad Sherida al-Kaabi, CEO, attended by important national and international dignitaries.
- **Facilitated bidding processes** for submitting LNG supply tenders and was an active member of the team responding to extensive due diligences by foreign partner firms.

Organization: Saif Healthcare Ltd.

Period: July 2009 to March 2011

Designation: Manager Coordination & Liaison – Reporting to COO

*My services were transferred and given more responsible role to **act as management's representative** for coordinating construction of a healthcare facility. Formulated well-organized reporting system containing activity report on daily basis throughout the construction period.*

Selected Accomplishments:

- **Lead and contribute to the whole project lifecycle** from the development of proposals for setting up a state-of-the art hospital to its execution by assisting CEO in obtaining required permits, licenses and approvals from government departments and regulatory bodies
- **Commenced bidding process for selection** of architects, contractors and vendors for design and construction of healthcare facility.
- **Oversaw timely procurement and installation** of all hospital equipment, patient bed lift, laundry, cafeteria, kitchen, HVAC system, medical gases system, CCTV cameras, generators, nurse call and fire alarm systems.
- **Assisted management in initial hiring and training of hospital staff**, preparation and implementation of SOPs. Assisted IT team in initiation and implementation of Hospital Management Information System (HMIS).

Organization: GlobeComm (Pvt.) Ltd.

Period: December 2007 to June 2009

Designation: Manager Admin & Acquisition – Reporting to CEO

*Promoted and services transferred within the Group given an opportunity to **manage teams across country** working on cell site acquisition, construction and timely delivery to client. **Frequently made random visits** to the construction sites across the country to monitor work progress and report to management in a prescribed manner. **Supervised land acquisition staff** in identifying exact location and owner of required cell sites, preparation, **timely acquisition** and interpretation of land title documents for commencement and execution of short/long-term lease agreements, **collaboration with legal department** in verifying the ownership of the land, determine, negotiates and pay compensations to land owners and resolving disputes.*

Selected Accomplishments:

- **My team completed** and hand over a remarkable number of 120 cell sites,
- **Lead the process of winding up of the company**, layoffs and disposal of assets.

Organization: Saif Energy Ltd.

Period: December 2004 to December 2007

Designation: Senior Admin Office – Reporting to the President

*I was **initially appointed as an Executive Secretary to the President** for a newly established oil & gas, exploration & production company. I provided **high-level executive assistance** to the management in day-to-day operations. Scheduled the meetings and appointments, prepared memos, presentations and **minutes of meetings**, I looked after the employees' attendance and leave record, insurance claims and other **HR matters**. I was also **responsible for procurement, security**, transportation, facility management and related admin functions.*

Selected Accomplishments:

- Supported development and implementation of administrative and HR systems, **assisted ISO 9001:2000 certification**.
- **Supervised** shifting of company's office to a new location.

Organization: COMSATS Internet Services

Period: September 2001 to December 2004

Designation: Personal Assistant – Reporting to Advisor (Admin)

*Appointed as a Key Punch Operator and gradually make a way up to the position of Personal Assistant. I **provided valuable secretarial support** to the senior management. **Organized and maintained appointments**, handle incoming emails, faxes and posts, often corresponding on behalf of management. Scheduled meetings, **managed calendars**, planned travel including flights and hotels.*

Selected Accomplishments:

- **Compiled and typed** first Edition of Administrative & Financial Manual of the company keeping confidentiality.
- **Administered the COMSATS Network Training Program (CNTP)** by arranging various CISCO certification training courses, engagement of Instructors, and advertisement in print media. **Assisted instructors** in course planning, delivery, assessment, learning outcomes and course evaluation.

EDUCATION

I did my **Masters in Business Administration (MBA)** with distinction, majors in Human Resources Management (2003 session) from Al-Khair University, AJ&K.

PROFESSIONAL CERTIFICATIONS & TRAININGS

- Certified Human Resource Professional (CHRP) from NUST
- Professional Diploma in Hospital/Healthcare Management from NUST
- Certified Professional Manager in Hospital Management from Skills Development Council
- Global Distribution Systems Fares and Ticketing – Amadeus from IATA
- Skills in Administration from Pakistan Institute of Management
- Effective Personal Management from Pakistan Manpower Institute
- Communication Skills from Pakistan Manpower Institute
- Communication Skills in Hospital Settings from Agha Khan University Hospital
- Customer Handling from Agha Khan University Hospital
- Dealing with Difficult People from Agha Khan University Hospital
- Service Excellence from Agha Khan University Hospital
- Hands on CISCO Devices from COMSATS
- Introduction to ICND from COMSATS

“I reckon that my services are apt for a challenging career in project administration, operations management and/or business development, where a high level of professional loyalty, and maturity is required”.