

## TO WHOM IT MAY CONCERN

I have been employed by Kellogg Brown & Root Inc. (formerly a subsidiary of **Halliburton**) since February 2006 to 2012 in Human Resource Department, Kuwait and Front of House Admin with US Government Contractor SOS International, Camp Taji Iraq from 2019 to 2020. During this tenure I have equipped myself with the knowledge, skills and abilities needed to support the operations.

I offer a seventeen-years track record in Human Resources Management, Logistics, Operations, Administrative Support, Office Management and Sales. You will benefit from my following key strengths:

- **Technology & AI Integration:** Proficiency in leveraging AI-powered tools for data analysis and automation, particularly in Google Sheets, where I have used AI-driven formulas, macros, and scripts to streamline processes, automate reporting, and enhance decision-making.
- **Computer expertise,** with proficiency in web-based programs, SAP, Oracle (FAIMS), Steam Maximo, Quick base, PeopleSoft, Employee Management Tracking System and MS Office programs (Word, Excel, PowerPoint, Outlook and Access).
- **Broad-based experience covering a full spectrum of Human Resources, Staffing, Compensations, Information systems and administrative duties,** including executive support, office management, billing/invoicing, payroll administration, customer care, staffing management, database administration, document preparation, travel/meeting coordination and project/program support.
- **Superior multitasking talents,** with the ability to manage multiple high-priority assignments and develop solutions to challenging business problems.
- **A proven reputation,** with a consistent history of exemplary performance reviews and recognition for driving efficiency improvements to office systems, workflows and processes.

Although I am enjoying my present job, I am looking out for new opportunities.

I am confident that if you hire me for your organization, you will have more time and energy to concentrate on growing your business. My resume is enclosed for your review, to schedule an interview, please email me at [Munir.Sultan@gmail.com](mailto:Munir.Sultan@gmail.com).

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,

Munir Sultan

Enclosure

## MUNIR SULTAN

Al Khobar, KSA  
Contact: +966593954208  
[munir.sultan@gmail.com](mailto:munir.sultan@gmail.com)



### RESUME

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#### OVERVIEW

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Superior leadership ability with excellent organizational, communication and presentation skills. Highly creative, recognized as a results-oriented and solution-focused individual. Areas of strength include;

- Office Administration
- HRIS / Data Base Administration
- Problem Collections
- Organizational Development
- Computer Literacy
- Operations & Management
- Team Building / Morale Building
- Legal Aspects of Collections
- Communication Skills
- Time Management Skills

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#### PROFESSIONAL EXPERIENCE

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##### **Team Lead - Sales**

*Al Jamal Group, DHA II, Islamabad*

May 2020 – May 2025

- Training new hires regarding project updates, product knowledge and personality development.
- Assist the Sales Manager in leading, directing and motivating the sales team in order to achieve the overall corporate sales objectives.
- To assist the Sales Manager in generating sales opportunities by identifying appropriate business targets.
- To assist the Sales Manager in providing a professional and excellent level of customer service with existing and new customers.
- Responsible for operating and maintaining real estate properties with the goal of maximizing income and profits.
- Lead & supervise real estate sales team, perform administrative duties and stay informed about the latest changes in the real estate industry.
- Offer advice and motivate their team to close sales.
- Develop effective training programs that teach sales how to acquire customers, negotiate deals, and secure financing and complete paperwork for the sale.
- Set weekly, monthly and yearly monetary goals for the agents to achieve and conducted sales meeting.
- Perform human resources duties, such as conducting interviews, hiring new staff and transferring or dismissing seasoned staff.

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##### **DFAC Front of House Administrative Clerk**

*SOS International LLC, Camp Taji, Iraq*

Oct 2019 – Aug 2020

- Overseeing the entire daily operation of the Dining Facility sign-in process and patron accountability process
  - Ensuring sanitary procedures and other informational signs are posted where required and followed in accordance with all regulations and the project work statement.
  - Assisting the Front of House Manager with the O&M Department administrative requirements to ensure the maintenance of refrigerators, ice making machines, fryers, warming ovens, steam tables, drink dispensers, lights, tables, chairs and all other machines are functioning properly and cleaned.
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**Assistant Manager Operations**

*M&P Express Logistics, Islamabad, Pakistan*

May 2013 - Oct 2019

- Driving accuracy, productivity and performance to a new level by efficiently managing the Courier and logistic function.
- Negotiating pricing with local carriers - Processing shipments, confirming the delivery as well as liaising with the lorry Vendors when in need.
- Planning and scheduling the delivery of goods and cargoes within target time.
- Cost management and reporting - Identifying & delivering operational cost reduction and cost avoidance initiatives.
- Handling a team of over 50 staff that include drivers and Hub operatives.
- Recruiting and building the strong team by frequent coaching and training.

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**HR Administrative Specialist**

*KELLOGG BROWN & ROOT INC., Egaila, Kuwait*

Feb 2006 -Jun 2012

- Provided Human Resources (HR) support through technical and analytical responsibilities to include maintaining accurate, current and legally compliant information in the HR Information System (HRIS); configuring and testing system changes; report writing and quantitative and qualitative analyses of data.
- Responsible for the initiation of Employee Transfer documentation for internal employees here in the Kuwait
- Project point of contract of the Requisition process within the Kuwait for all Functional Area Managers.
- Handled all requisition requests from approval phase to new hire arrival touchdown to the Kuwait.
- Functioned/Communicated requisition requirements with HR Head Quarters/Strength Management Team, in addition, facilitated New Hire arrival statuses with requesting Functional Area Managers.
- Researched and resolved issues regarding personnel action requests and issues related to scope of position.
- Managed and/or participated in projects related to automation of processes and tasks within the department.
- Reviewed information entered into system to ensure accuracy and delegate corrective action for incorrect information

**Served as Document Control Closeout Team Lead and Got Promoted to HR Admin**

- Acted as a lead for Document Control closeout team.
- Carried out duties of Typing, filing & general secretarial services for the Procurement Department.
- Data entry of associated documents using database, spreadsheets and systems.
- Set up & maintained drawing rack Work related to all documents used in procurement and supply management.
- Prepared correspondence, reports, and materials for publications and presentations.

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**Administrative Specialist**

*ALGHANIM Electronics Service Center, Alrai, Kuwait*

Sep 2005-Jan 2006

- Job included working as an administrative specialist, working in SAP & FAIMS (oracle) package.
- Used MS – OFFICE – Maintained the productivity and Job completed by the technicians in EXCEL sheets on a daily and monthly basis, presentations in POWERPOINT, Usage of WORD.
- Mobile, computers, cameras and cash job cards closing, making technical reports, requisitions of spare parts.

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## EDUCATION

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Bachelor of Commerce & Information Technology (B.Com IT)	2003
Intermediate in Commerce (I.Com)	2001

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## COMPUTER SKILLS

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Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Google Workspace (Docs, Sheets, Slides, Drive), Project Management Tools (Trello, Asana, Monday.com), PDF Management (Adobe Acrobat, Foxit Reader)  
Windows 7, 8, Windows 10 and 11. MS SQL DB Platform  
Adobe Photoshop, Illustrator, InDesign, Video Editing (Adobe Premiere Pro, Final Cut Pro), Canva  
Enterprise Resource Planning (SAP, Oracle), Customer Relationship Management (Salesforce)  
Zoom, Microsoft Teams, Cloud File Sharing (Google Drive, Dropbox, OneDrive), VPN & Remote Desktop Access  
E-Commerce (Basics), IT (Basics), in page (Urdu/English), Programming Concepts, Internet, Mail & Scheduler

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## PERSONAL DETAILS

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Marital Status	:	Married
Date of Birth	:	May 12, 1980
Passport No	:	CU5774423
Expiry Date	:	22/08/2029
Visa Status	:	Transferable

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## TRAININGS & CERTIFICATIONS

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- i. 2008 Ethics Training Tier 1 & 2
  - ii. Code of Business Conduct
  - iii. Trafficking in Persons
  - iv. Lean Six Sigma
  - v. Phishing Awareness
  - vi. SERV Safe
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I am a dynamic person deeply committed to my approach, always delivered more than the expectations in my standard of working. Excellent communication skills; both verbal and written. Able to deal effectively with all levels of individuals. Extremely hard working and dependable individual with excellent interpersonal skills. Definitely self-motivated and able to function well independently or in a group. Fast learner and tend to adapt to any teamwork environment.

Given an opportunity in your esteemed organization, I assure my best possible successful and sincere efforts in fulfilling my job to your satisfaction.

(MUNIR SULTAN)



Roll No. 008364

Registered No. 01-mcc-314

# UNIVERSITY OF THE PUNJAB



2003

**THIS IS TO CERTIFY THAT**

***Munir Sultan***  
*Son of Sultan Muhammad Khan*  
*of the Muslim College of Commerce, 762-Shadman, Lahore*

HAS OBTAINED THE DEGREE OF

**BACHELOR OF COMMERCE**

in this University at the examination held in June 2003,  
securing 756/1500 marks and was placed in the Second Division.

BC 214320



Lahore 30 DEC 2013

011897

Controllee of Examinations

Chancellor



# Certificate of Completion

This certificate is awarded to  
Munir Sultan

## Congratulations!

You have completed  
ServSafe® Employee Food Safety Training

  
ALLEN THOMAS

27 OCTOBER 2019

Manager

Date

SOSI INTERNATIONAL LLC

CAMP TAJI- DFAC

Organization

Location

National Restaurant Association  
EDUCATIONAL FOUNDATION  
www.nracf.org

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ServSafe is a registered trademark of National Restaurant Association Educational Foundation

# Theater Training Center for Excellence



## Certificate of Completion

*Awarded to*

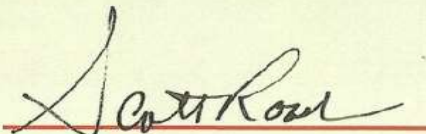
**Munir Sultan**

*for the*

**Basic Property 101**

*Training Course*

**Kuwait – March 27, 2008**  
**Operation Enduring Freedom**



Scott Roach  
Director of Training  
Theater Training Center





Clarence Thomas  
Training Instructor  
Theater Training Center



BASE OPERATING SUPPORT - INTEGRATOR  
TAJI MILITARY COMPLEX, IRAQ  
207<sup>th</sup> REGIONAL SUPPORT GROUP



# Certificate of Appreciation

Presented to

**MUNIR SULTAN**

IN APPRECIATION OF YOUR OUTSTANDING SUPPORT AND ASSISTANCE TO THE BOS-I, TAJI MILITARY COMPLEX. YOUR SERVICE, DEDICATION, AND TIRELESS DEVOTION TO THE SOLDIERS OF OUR UNIT WAS CRITICAL TO OUR MISSION SUCCESS.

AWARDED THIS 20<sup>th</sup> DAY OF JULY 2020

SPC KEELY HOLMES  
BOS-I DFAC COR



SUPPORTING FREEDOM!

MAJ DAVID P. WEDLOCK JR.  
BOS-I S4 OIC

DFAC – CAMP TAJI, IRAQ



# Certificate of Service

is presented to

**Munir Sultan**  
**Title: Administrative**

In recognition of your outstanding contribution and support to the FMS Program at Camp Taji, Iraq. Your service and support have been instrumental to the success of SOS International, the U.S. military, Coalition Forces and the Government of Iraq.

Congratulations and thank you for your dedicated service from the date of  
Oct 2019 to Aug 2020



JOHN FIGARO  
DEPUTY DFAC MANAGER



**KBR**

# Certificate of Appreciation

On behalf of Kellogg Brown & Root Kuwait Management we proudly present this certificate to:

*Munir Sultan*

*In recognition of your outstanding support to LOGCAP III while performing contingency operations in support of Enduring Freedom. Your dedication, professionalism and commitment were essential to the successful accomplishment of our mission. Congratulations on a job well done.*

Steven Andrews  
HR Manager

*One team. One focus*

**WE DELIVER**  
Kuwait, January 2009

Tony Montalvo  
Project Manager

## Security Awareness Training and Education Program



### Certificate of Completion

Is hereby granted to:

*Munir sultan*

To certify that he/she has completed to satisfaction

### Security Awareness Training

George Seagle  
Director of Security and RES G&I

12/31/2006

Date

**KBR**