**First Name of Application CV No 1646106**

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<http://www.gulfjobseeker.com/employer/services/buycvdatabase.php>­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Over 23 years of administrative services (Military) experience to include Administrative management, security & vigilance, transport & logistics management, compliance execution & implementation, gained by serving on various appointments in different establishments of Pakistan Army, Pakistan*

**Summary of Qualification**

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* Great leadership and management skills
* Ability to work in cross functional teams, lead initiative, and drive results
* Ability to lead and mentor team of professionals
* Excellent communication and presentation skills
* Recognized as a trusted advisor to senior commanders, colleagues and under commands
* Proven track record of exceeding commanders expectations and raising the bar in service delivery
* Strong problem solving and decision making with ability to develop and implement effective action plans
* Represented the establishments in the forums such as audit meetings, financial meetings, administrative meetings, defense exhibition(IDEAS 2012) etc, and produced results

**Work Experience**

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**Accounts Officer Sep 2010 to Mar 2013**

* Direct reporting to Commandant (Brigadier)
* Managed the establishment’s accounts with monthly transaction of Rs 45 Million approximately
* Managed pay & allowances and other miscellaneous claims of about 3000 personals
* Integrated four sub establishments into one self-accounting unit
* Devised and implemented action plans, policies and procedures which lead to the satisfaction of all
* Earned two ***outstanding*** grading during annual confidential reports of the tenure

**Administration Officer Jul 2007 to Aug 2010**

* Direct reporting to Wing Commander & Senior Record Officer (Lieutenant Colonel)
* Managed all administrative matters of the establishment to include man management, office management, accommodation(all types), ration & supplies, weapons & equipment etc
* Managed to settle establishment’s dormant/outstanding for last many years demand action cases
* Completed projects to include procurement of stationary, uplift / renovation of the establishment etc, with 20% - 30% saving from the estimated budgeted amount
* Managed maximum recruitment for the establishment during the tenure
* Earned ***outstanding*** grading during one of the annual confidential report of the tenure

**Station Staff Officer Oct 2004 to Jun 2007**

* Direct reporting to Station Commander (Brigadier)
* Managed cantt affairs including security, tree plantation, landscaping & beautification, sanitation, cleanliness etc
* Managed protocol duties related to VIP’s & VVIP’s
* Coordinated civil military relations
* Arranged and organized medical camps through military hospital
* Concluded various projects including 5Km jogging track, construction of 3Km watercourse, construction of 2Km metaled road and plantation of over 50000 shady trees including desert area
* Managed army lands covering an area about 5000 acres

**Administration Officer, (Ministry of Defense) Jul 2002 to Sep 2004**

* Direct reporting to Director (Brigadier)
* Managed the administrative affairs of over 200 personnel including their rationing, accommodation, logistics etc
* Managed maximum recruitment for the establishment during the tenure
* Completed various projects like construction of display room, construction of computer room etc
* Managed the security of the establishment
* Prepared, processed and documented new statistical management plan for the establishment
* Earned ***outstanding*** grading during one of the annual confidential report of the tenure

**Transport Officer, Military Field Hospital May 2000 to Jun 2002**

* Direct reporting to Commanding Officer (Lieutenant Colonel)
* Managed and controlled a team of 35 drivers and 50 vehicles
* Managed hospital affairs with the strength over 200 personnel
* Handled relief operations and evacuation of causalities through the mountainous/hilly terrains

**Record/Documentation Officer May 1998 to Apr 2000**

* Direct reporting to Wing Commander & Senior Record Officer (Lieutenant Colonel)
* Managed maintenance and safe custody of documents of about 10000 troops
* Managed the assigning, distribution and reviewed the work of over 30 subordinates
* Served as officer in charge for maintenance of statistical data of over 50000 troops
* Acted as officer in charge pertaining to release & rotation of over 50000 troops all over Pakistan

**Administration Officer of An Infantry Battalion Oct 1991 to Apr 1998**

* Direct reporting to Commanding Officer (Lieutenant Colonel)
* Managed operations and logistics over 150 personnel
* Managed training activities of over 150 individuals
* Served as principal administrator responsible for performance of technical, analytic, advisory, and coordinating duties for the establishment
* Managed supply program for rationing, ammunition, accommodation, clothing of over 800 troops
* Managed officer’s mess as mess sectary
* Managed move and deployment of troops over 800 strength to exercise areas, election & census duties, united nation mission to Bosnia etc
* Was team leader who developed, completed, and delivered projects i.e children park and sports stadium

**Career Highlights**

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* **“Best Services”** award given by military field hospital
* Assessed as **“an asset to the establishment in any capacity”** by the commanding officers
* Assessed **“honest, hardworking and loyal”** as strong points in almost all the annual confidential reports
* Has completed research report on **“Antecedents and Consequences of Workplace Deviant Behaviour: Evidence from Pak Elektron Limited (PEL)”** related to HR & Admin, so carried out in partial fulfillment of the requirements for my MBA (Executive) degree programme

**Education**

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**School of Management, Department of Business, Forman Christian College University, Lahore**

*MBA (Executive)*  **Nov 2015**

**Pakistan Military Academy, Kakul, Abbottabad**

*Bachelor of Arts* **Oct 1991**