****

**MUHAMMAD**

[**MUHAMMAD.362583@2freemail.com**](mailto:MUHAMMAD.362583@2freemail.com)

**PERSONAL SUMMARY**

A highly organized administrator with proven office management skills and lots of initiative. Able to deal with people at all levels and capable of ensuring the office runs like clockwork. Experience of organizing and supervising of the administrative activities in a busy office environment, all within budget and to tight timescales. Knowledge of using a range of office software, including email, spreadsheets and databases. Currently looking for a suitable administrative manager’s position with a reputable company.

**EXPERIENCES**

* Working as Administrative Manager in Abdul Majeed and co. Rahimyar Khan. From 09-2014. Overall responsibility for the smooth running of the office. Making sure that all office systems are managed and maintained, including Staff Recruitment Files; Stationery Log and Stock Checks; Uniform Sales; Petty Cash; and Client File.

Duties:

* + - Producing documents, briefing papers, reports and presentations.
    - Organizing and maintaining diaries and making appointments.
    - Staff administration including holiday and sickness tracking.
    - Monitoring of staff timesheets.
    - Organizing meetings and ensuring senior managers are well prepared for them.
    - Maintaining & developing the office filing systems both on paper and computer.
    - To identify, plan and execute implementation of new business streams.
    - Ensuring that any concerns or complaints are dealt with appropriately.
    - Involved with recruitment; dealing with ad responses, sourcing potential candidates and arranging interviews.
* 2 year work experience in Ali Constructions, Lahore as an Administrative Assistant. From 09-2012 to 08-2014 Duties**:** 
  + Manage all construction site activities and co-ordinate with site workers and seniors.
  + Responsible to make complete work report and present to the CEO at the end of the day
  + Sending out and receiving mail and packages
  + Preparing business correspondence, typically using Microsoft Office (Word, Excel, PowerPoint)
  + Data entry using
  + Sending faxes
  + Managing files
  + Address resident concerns in accordance with company policies
  + Operate a range of office machines such as photocopiers and computer (Software and hardware)

**KEY SKILLS AND COMPETENCIES**

* + Leading by example, providing clear management and leadership.
  + Good office management skills and computing skills.
  + Organizing maintenance of systems, document records, space management, etc.
  + Self-motivated with the ability to work on your own initiative.
  + Ability to come up with own ideas to take the company forward.
  + Experience of forward planning and team management.
  + Able to motivate a team and have excellent people management skills.
  + Experience of managing the updating and maintaining of the company website.
  + Report monthly on office progress, identifying areas of concern or improvement

**EDUCATIONAL QUALIFICATIONS**

**University of Agriculture Faisalabad, Pakistan.** 3.14/4.00 CGPA

**M.Sc. (Hons.) PBG**

2010-2012

**INTERNSHIPS**

* 4 Months Internship at Cotton Genetic Lab. CCRI Multan. (14 Feb-14 June 2010)

**RESEARCH WORK**

* Thesis on “Combining Ability Effect of Upland Cotton (Gossypium hirsutum. L).”

**PERSONAL INFORMATION**

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| --- | --- | --- |
| Date of Birth |  | **2nd May, 1988** |
| Nationality |  | **Pakistani** |
| Marital Status |  | **Married** |

**REFERENCE**