

MUHAMMAD AMMAD NISAR

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Location: Sharjah, UAE

Date of Birth: 04/10/1986



PROFESSIONAL SUMMARY

Multifaceted and results-oriented Administration and HR experience in managing complex administrative functions, HR operations, facility management, and project coordination in high-paced corporate environments. Proven ability to streamline operations, reduce costs, and lead cross-functional teams to exceed organizational goals.

KEY SKILLS & EXPERTISE

- Office & Facility Administration
- Procurement & Vendor Coordination
- Fleet & Transport Management
- Document Control & Compliance
- HR Policies and SOPs
- AMS & Payroll
- Employee Onboarding & Offboarding
- Maintenance & AMC Oversight
- Event Planning & Protocol Services
- Health, Safety & Environmental (HSE) training and SOPs.

EDUCATION & QUALIFICATIONS

MBA – Finance & Human Resources

University of Management and Technology,
Pakistan, Lahore.

Certification in Information and Technology.

Bachelor of Science (B.Sc.)

Double Mathematics

Forman Christian College, Lahore.

Certificates in CIT, CHRP, CHRM

PROFESSIONAL EXPERIENCE

Pioneer Cement Limited Group (Build Your Dream Group) – Pakistan

Deputy Manager – Administration | January 2017 – April 2025

- Manage office administration and supervise housekeeping and facility team on daily basis to ensure the smooth and effective overall operations of the building.
- Ensure to compile data, prepare error-free reports or collate data for consideration and presentation as and when required within the set deadline.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures recommend, within organization policy.
- Perform a variety of administrative duties such as answering phone calls, meeting with visitors, drafting and typing routine correspondence, arranging meetings and taking minutes.
- Handle the entire company fleet, managing logbooks, preventive maintenance, repairs and maintenance of the vehicles as required.

- Coordinated with authorized workshops to ensure all vehicles were in roadworthy condition, monitored fuel consumption, and implemented cost-control measures.
- Protocol duties and handle all correspondence with the government departments.
- Maintain highly presentable work area and organizing ability coupled with business based analytical sense to maximize output of self and supervisor at all times.
- Coordinated local and international travel logistics including flight bookings, accommodation, visa arrangements, and local transport.
- Properly maintain the record of Assets tagging, updating and transfer through oracle system.
- Monitored facility maintenance, generated & equipment AMCs, and ensured timely inspections of Building included HVAC, electrical, and plumbing systems.
- Closely work with the HSE department for the implementation of SOPs.
- Draft and implement administrative policies to ensure efficient operations.
- Acted as liaison between contractors, project managers, and stakeholders to supervise construction of the company showrooms and buildings.
- Facilitate accurate and timely salary, wage, and contractor payments in coordination with the Accounts department.
- Raised and tracked Purchase Orders (POs), coordinated with the vendor for deliveries.
- Generate Invoices for rental properties, repairs, utility bills, and monthly expense claims.
- Ensure to record, monitor and maintain all documents for effective filing and business continuity at all times.
- Processed NOCs applications for the renewal of Chinese visa extension.
- Ensure the security of the premises and rotate security guards duties.
- Oversaw store logistics and updated records of the gate passes.

Ghani Group of Companies – Pakistan

Assistant Manager –Administration and Human Resources | 2013 Dec – 2017 Feb

- Supported the HR Manager in end-to-end recruitment, payroll processing, and compliance monitoring.
- Prepared employee payroll with accuracy in overtime, deductions, and bonuses using Excel and ERP tools.
- Maintained comprehensive records for 300+ employees, including digital personnel files and HR documentation.
- Coordinated with PROs for visa processing, medicals, and ID card issuance for both local and foreign employees.
- Drafted, reviewed, and implemented HR policies aligning with business objectives.
- Led the annual Performance Appraisal Cycle and compiled detailed reports for management review.
- Supervise housekeeping and facility team to ensure smooth operations.
- Monitored office vehicle fleet, ensuring adherence to maintenance schedules and operational safety standards.

- Managed day-to-day administration: hotel bookings, guest handling, residential maintenance, and utility billing.
- Coordinated with consultants and government bodies to support legal and ongoing infrastructure projects.
- Facilitated the employees in final settlements and travel reimbursements.
- Managed inventory records and supported the logistics team in tracking supplies.

Lahore Grammar School Head office Executive Assistant (2011 – 2012)

Oversaw daily school operations including Housekeeping, facility management, procurement, and administrative tasks. Handled student admissions, attendance, exams, reports, and parent-teacher meetings. Managed teacher recruitment, payroll processing, and staff travel. Maintained records, verified operational expenses, and supported event planning and HR policy implementation.

Other Skills

- ERP and oracle software knowledge
- Strong decision-making and delegation skills to assign tasks effectively.
- Efficient time management, with ability to prioritize tasks and meet deadlines.
- Ability to work well with people at all levels within the organization.
- Efficient use of office supplies and equipment.
- Ability to handle inquiries and complaints with professionalism.
- Understanding and adherence to Company policies and procedures.
- Keeping up-to-date with industry regulations and compliance requirements.