



Muhammad Ilyas

Personal Assistant

Description

To use my skills and potential to assist an organization in achieving its goal which seeking long term career with optimum growth. This objective would be supported by qualifications in addition to the management experience and multi lingual command and to work in a challenging and professional atmosphere, where I can contribute to the growth of organization with my dedication and professional skill.

My Contact



+923000512383
+923149995089



Ilyasq94@gmail.com

Skills

- Secretarial Activities
- Secretarial Operation
- Office Supervision
- Office Coordination
- Administrative Support
- Excellent Communication
- Diary Management
- Time Management
- Book Keeping
- Organizing Events and Conferences
- Computer
- Dictation
- Scheduling
- Interpersonal
- Data Entry
- Event Planning
- Arranging Meeting
- Documentation
- Multitasking

Certificates

Diploma in Information Technology 2010
Board of Technical Education Peshawar, Pakistan

Shorthand 2010
Skill Development Council Peshawar, Pakistan

Hifz Ul Quran 2010
Wafaq Ul Madaris Multan

Typing Course 2006
Standard Type College Swabi, Pakistan

Work Experience

Civil Armed Forces Pakistan

Personal Assistant 2010 - Present

Performing the duty as Personal Assistant to Commandant under Headquarters Frontier Corps (North), Khyber Pakhtunkhwa, Peshawar, Pakistan.

Allama Iqbal Open University

M.Ed Tutor 2019 - Present

Performing the duty as Tutor (Master of Education) at Allama Iqbal Open University Islamabad Pakistan.

Education

PhD Education 2021 - In-progress

Asia E University, Malaysia

Master of Philosophy in Education 2016 - 2019

Virtual University of Pakistan

Master of Education 2015 - 2016

University of Swabi, Pakistan

Master of Arts in Urdu 2015 - 2016

Abdul Wali Khan University Mardan, Pakistan

Master of Arts in Islamic Studies 2013 - 2015

University of Swabi, Pakistan

Bachelor of Education 2013 - 2014

Allama Iqbal Open University Islamabad, Pakistan

Bachelor of Arts in Accounting 2010 - 2012

Allama Iqbal Open University Islamabad, Pakistan

Faculty of Arts 2008 - 2010

Board of Intermediate & Secondary Education Mardan

Matriculation 2005 - 2007

Board of Intermediate & Secondary Education Sukkur

Achievements

- Attended 1st International Conference (Online) on Issues in Management and Social Sciences in the Context of Covid-19, August 22 – 23, 2020, Peshawar Pakistan and presented the research paper and achieved a presentation certificate.

Paper Title: A comparative study of Education in Pakistan and UK

- Awarded by ex Inspector General of Frontier Corps (North) Khyber Pakhtunkhwa & Colonel ex Commandant Headquarters Kurram Militia 11th Scouts Corps Parachinar (Kurram Agency) due to earned 1st position in the course & excellence performance.

Paper Published

- ✓ **Paper Title:** The Role of Parental Involvement in the Academic Achievement of Students at Elementary Level in District Swabi.

SUIT JOSSH, 2019, Vol.4, Issue No.1&2, Page No.93-113, ISSN 2521-5515 (Print)

- ✓ **Paper Title:** Various Methods to Optimize Students Learning Outcomes.

SUIT EJMS, 2021, Vol. 2, Issue No. 1, Page No.1-11, ISSN 2710-2467

Interest

- Book reading & research
- Net information through browsing
- To make social links with the people

Language

- | | |
|------------------|-------------------|
| • English | Highly proficient |
| • Urdu | Native speaker |
| • Pushto | Native speaker |
| • Arabic | Basic |

References

Will be furnished on demand

Charter of Duties and Responsibilities

- Help with time and daily management, scheduling of meetings, correspondence and note taking;
- Answering calls and liaising with clients competently;
- Answering phone calls, taking notes scheduling meetings, emailing, texts etc;
- Complete tasks the Commandant require whether personal or professional;
- Often act as the Commandant's first point of contact with people from both inside and outside the organization;
- Devising and maintaining office systems, including data management and filing;
- Arranging travel, and accommodation and occasionally, traveling with the Commandant to take notes or dictation at meetings or to provide general assistance during presentations;
- Screening phone calls, inquiries and requests and handling them when appropriate;
- Meeting and greeting visitors at all levels of seniority;
- Organizing and maintaining diaries and making appointments;
- Dealing with incoming emails, faxes and post, often corresponding on behalf of the Commandant;
- Taking action points, dictation and writing minutes;
- Carrying out background research and presenting findings;
- Producing documents, briefing papers, reports and presentations;
- Organizing and attending meeting and ensuring the Commandant is well prepared for meetings;
- Liaising with clients, suppliers and other staff;
- Taking on some of the Commandant's responsibilities and working more closely with management;
- Being involved in decisions-making processes;
- Supporting annual audit by providing information and answer to auditors;
- Protect organization's value by keeping information confidential;
- Planning, organizing events and assign, review staff work;
- Drafting communications on Commandant's behalf;
- Managing and reviewing filing and office systems;
- Assist with any other assignments as and when required.



HQ MOHMAND RIFLES

SERVICE / EXPERIENCE / CHARACTER CERTIFICATE

HEADQUARTERS MOHMAND RIFLES 20TH SCOUTS CORPS GHALANAI

Rank: Personal Assistant

Field: Official

Name: Muhammad Ilyas

Father Name: Shams UI Khitab

Unit: Headquarters Mohmand
Rifles, 20th Scouts Corps
Ghalanai (Tribal District)

Formation: Headquarters Frontier
Corps (North), Khyber
Pakhtunkhwa Peshawar

From: 1st December 2010

To: Todate

Muhammad Ilyas son of Shams UI Khitab is a composed, professionally sound and well mannered Assistant having **13 years experience**. He has pronounced sense of duty and great sense of responsibility which earns him appreciation, confidence and amiability. A hardworking Assistant possesses the requisite professional skills with diligence and dexterity. He is an energetic, well groomed and mannered Assistant who takes pride in his job. As a Personal Assistant, he maintains and exemplifies high grade of conduct and behavior among his seniors.

I wish him success in his future career.

Station: Ghalanai
Dated: 24 November 2023




Colonel
Commandant
(Muhammad Furqan Shabbir)



SERVICE / EXPERIENCE / CHARACTER CERTIFICATE

HEADQUARTERS
MOHMAND RIFLES
20TH SCOUTS CORPS GHALANAI

Rank: Personal Assistant Field: Official
Name: Muhammad Ilyas Father Name: Shams Ul Khitab
Unit: Headquarters Mohmand Rifles, 20th Scouts Corps, Ghalanai (Tribal District) Formation: Headquarters Frontier Corps (North), Khyber Pakhtunkhwa Peshawar
From: 1st December 2010 To: Todate

Muhammad Ilyas son of Shams Ul Khitab is a dedicated, mature and confident Assistant who has 12 years experience. A responsible Assistant, who takes keen interest in assigned tasks and puts in sincere efforts resulting in accomplishment of tasks. A hardworking Assistant with a positive attitude, he is trustworthy and can be assigned independent tasks. He is loyal to his profession and remains cheerful under stress. He has a knack for administrative responsibilities and puts in his best to accomplish all the assigned tasks with diligence and dexterity. A methodical Assistant who possesses adequate professional knowledge with ability to display a great degree of sense of responsibility towards his profession and service. The Assistant has acquired all the professional / administration skills and is fully capable to apply the same for excellence.

I wish him every success and the very best of luck in his future.

Station: Ghalanai
Date: 10 November 2022

OFFICE OF THE COMMANDANT
MOHMAND RIFLES
GHALANAI


Colonel
Commandant
(Mir Kamran Khan Mengal)



SERVICE / EXPERIENCE / CHARACTER CERTIFICATE

HEADQUARTERS FRONTIER CORPS (NORTH) KHYBER PAKHTUNKHWA PESHAWAR

Rank: Personal Assistant Field: Official
Name: Muhammad Ilyas Father's Name: Shams UI Khitab
Unit: Headquarters Mohmand Rifles 20th Scouts Corps Ghallanai (Mohmand Agency) Formation: Headquarters Frontier Corps (North), Khyber Pakhtunkhwa Peshawar
From: 17th September 2019 To: Todate

Muhammad Ilyas son of Shams UI Khitab is a highly disciplined and motivated Personal Assistant. A well educated Assistant having **10 years experience** with excellent professional and administrative skills and pleasant personality. He is highly mature and professionally competent Assistant who performs his duties in exemplary manners. He works with dedication and devotion and takes keen interest in the assigned task. Overall a willing worker and responsible Personal Assistant with a positive attitude towards service. The Personal Assistant is morally upright and an asset to this organization.

I wish him all the best in his future.

Station : Peshawar

Dated : 03 December 2020




Colonel
Deputy Director Medical Services
Headquarters Frontier Corps(North), KP
(Irfan Ahmed)



SERVICE / EXPERIENCE / CHARACTER CERTIFICATE

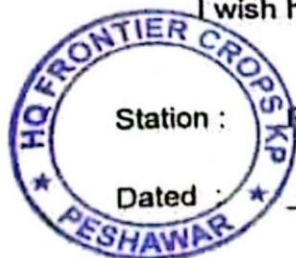
HEADQUARTERS FRONTIER CORPS (NORTH) KHYBER PAKHTUNKHWA PESHAWAR

Rank:	<u>Personal Assistant</u>	Field:	<u>Official</u>
Name:	<u>Muhammad Ilyas</u>	Father Name:	<u>Shams UI Khitab</u>
Unit:	<u>Headquarters Chitral</u> <u>Scouts 14th Scouts Corps</u> <u>Chitral</u>	Formation:	<u>Headquarters Frontier</u> <u>Corps (North), Khyber</u> <u>Pakhtunkhwa Peshawar</u>
From:	<u>1st December 2010</u>	To:	<u>Todate</u>

Muhammad Ilyas son of Shams UI Khitab is an expert Personal Assistant. A conscientious Assistant having 8 years and 9 months experience with a composed personality. He behaves maturely and works consistently hard to achieve the desired standards. He is serving with fair background knowledge and working diligently. He is having a good ability of employment. He is confident and logical in putting across his view point. A cooperative individual who enjoys cordial relations with his colleagues. An emotionally stable person who remains calm under stress and strain and displays good standards of physical fitness.

During outdoor work, he performs fairly good to learn various skills. He attains fair standards of proficiency in skill techniques of groundwork. A confident Assistant, who can be assigned the responsibility to conduct with good aesthetic sense and industrious nature.

I wish him the best of luck in all of his future endeavors.



Station : Peshawar

Dated : 14 October 2019

Colonel
Deputy Director Medical Services
Headquarters Frontier Corps (North), KP
(Ahmed Junaid Masud)