



Muhammad Arshad

Administrative/Executive Assistant | Office Manager/Operation Manager
Location | Pakistan (Want to Relocate)

As an administrative assistant, I am dedicated to providing efficient support. With strong organizational skills, proficiency in administrative tasks, I ensure smooth coordination of schedules, and accurate records.

SKILLS

- ▶ Time Management
 - ▶ Project Management
 - ▶ Attention to Detail
 - ▶ Problem Solving
 - ▶ Decision Making
 - ▶ Leadership
 - ▶ Communication
 - ▶ Virtual Assistant
 - ▶ planning
 - ▶ organizational skills
 - ▶ Scheduling
 - ▶ Customer Service
 - ▶ Multitasking
 - ▶ Computer skills
 - ▶ Team Work
 - ▶ Travel Coordination
 - ▶ Office Equipment
- Proficiency
- ▶ Calendar Management
 - ▶ Financial Tasks
 - ▶ SAP Proficiency

EMAIL/CONTACT

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923339666737

eboxedusys@gmail.com

linkedin.com/in/muham

mad-arshad-a19b46186/

Career Level: Expert (20 years of experience)

Date of Availability: Immediately

EDUCATION

M.Phil/MS Management Sciences HR 2016– 2018 (With Research) CGPA : 3.11/4.00

Riphah International University Faisalabad Campus.

Masters of Public Administration (MPA) 2015 CGPA : 3.11/4.00

Government College University Faisalabad

Bachelor of Arts (Graduation) 2011 47%

Government College University Faisalabad

Diploma in Commerce (HSSC) (Shorthand and Typing) 1999 48 %

Punjab Board of Technical Education Lahore

Matric (SSC) 1996 49.65 %

Board of Intermediate & Secondary Education Faisalabad

EXPERIENCE

Office Incharge (Registration Executive) in National Database & Registration

Authority Pakistan (27-05-2019 to till date)

PA to Director Technical Riaz Textile Mills Pvt.(04-05-2018 to 25-05-2019)

Deputy Superintendent in National Database & Registration Authority Pakistan (30-06-2003 to 04-04-2018)

eTutor of Management (HRM, Commerce, Business/Public Administration) in

Allama Iqbal Open University Faisalabad Campus From 2019 to till date

Principal EBox Computer College Jaranwala 2011 to 2013

Field Support Engineer in Comsats Internet Service Provider Faisalabad (6 month)

TRAININGS

Inclusive and Identifications and Registration of Marginalized Groups (Women, Transgender, Minorities, Disable person) by NADRA RHO Sargodha
Information Security Training by NADRA RHO Sargodha

MY PROJECTS

- ◆ E Tag Fsd Toll Plaza
- ◆ Kisan Relief Package
- ◆ Ehsaas Registration
- ◆ Census 2023
- ◆ General Election 2024

PASSPORT

BW1919982

DRIVING LICENSE

FD-17-15304

09-10-2017 to 11-01-2029

LANGUAGES

English, Arabic, Urdu,
Punjabi,

REFERENCES

Mohsin Raza
923085052176
Assistant Director
Operation/Technical
Faisalabad Zone
NADRA

Kashif Naseer
+971 54 774 9127
+48 690 847 601
Pepsico Abu Dhabi

APPRECIATIONS

I have received 3x appreciations on excellent performance by the Director General RHO NADRA Sargodha in June 2011, July 2011 and January 2017

RESPONSIBILITIES

Executive/Administrative Assistant, Secretary, Office Manager

Personal Assistant Role: In recent years, I have worked in several positions where the need to organize diaries, answer calls, schedule meetings, prioritize work, handle office duties, and organize reports and documents has been the norm.

Managerial Role: National Identity Card processing, Data Entry. Approval, Record keeping, Cash Management, to Supervise Technically and operationally NADRA office with 11 to 15 staff members and IT Lab with Digital Cameras, Scanners, Printers, Finger print devices. Installation software

Administrative Role: Repair and Maintenance of all vehicles, generators, Equipment's, HR Management, Rotation staff, Attendance, Salary, Logistics Expert.

Customer Service Role: I have Worked as Virtual Assistant /Customer Service Officer on help desk Floor management , Complaint Management, Technical consultant, I have excellent communication skills and am competent in ERP and SAP Proficiency and all scheduling tools and Microsoft Office applications.

I am a diligent, loyal, fast-working, and highly organized Administrative-Executive Assistant with the experience and knowledge to manage my duties in a reassuring and competent manner. Planning and organization , data gathering and analysis, time management and adoptable, presentation and facilitation

Time management, problem-solving, and technology proficiency are other vital skills. manage calendars, appointments, and documents, often juggling multiple tasks.

CERTIFICATIONS / DIPLOMA'S

Microsoft Certified System Engineer (MCSE Training Completed from APTECH Fsd)
Cisco Certified Network Associate (CCNA Training Completed from APTECH Fsd)
Diploma Graphic Designing
Diploma in Windows Application (MS Excel, MS Word, MS Power Point, MS Outlook)

PROJECTS

As Technical Support Supervisor in Returning Office NA-96 Election 2024
As Site Supervisor Ehsaas Registration Center for Tehsil Jaranwala 2023
As Deputy Superintendent NHA eTag Motorway Toll Plaza Faisalabad 2008
As Site Incharge Kissan Relief Package at Tehsil Jaranwala 2017

MASTER TRAINER

Master trainer of Presiding Officers of NA-96 Jaranwala General Election 2024.
Master Trainer (Enumerators/Supervisors) in three batches of 7th Digital Population & Housing Census for Tehsil Jaranwala.