



# MUHAMMAD MOAZAM

## BUSINESS ADMINISTRATION

### PROFILE

A highly organized and detail-oriented administrative professional with 5 years of experience in managing office operations, streamlining workflows, and supporting organizational success. Skilled in office administration, team coordination, document preparation, and record-keeping, with proven expertise in maintaining schedules, managing inventory, and optimizing operational processes. Proficient in ms office suite, effective communication, and time management, with a strong ability to prioritize tasks and meet deadlines in fast-paced environments. Adept at coordinating meetings, handling vendor relations, and preparing reports, while fostering a collaborative workplace culture. Recognized for implementing cost-effective solutions and improving office efficiency through process enhancements and automation. Known for exceptional problem-solving skills, adaptability, and a commitment to excellence in administrative functions.

### WORK EXPERIENCE

#### Assistant Controller Examination Manager

2022 - 2024

##### Lahore Institute of Science & Technology

- Conducting the mid-term/final-term examinations.
- Preparing the data regarding mid-term/final-term examination which include (date sheet, seating plan, teachers duty roster, students attendance, question papers etc.).
- Maintaining over all examinations record of the students.
- Ensuring and maintaining strict secrecy of all information regarding the examinations.

#### Assistant Public Relationship Manager

2020 - 2022

##### Lahore Institute of Science & Technology

- Manage university social media accounts (facebook,instagram etc.)
- Develop and implement social media strategies.
- Create engaging content (text,images,videos).
- To handle public relations for the university, educate the public exposure about the university, provide information to prospective students, and assist admit them for there admission.
- Assist the prospective students for there Career consultation.
- Maintaining over all daily records regarding public relationship.

#### Assistant Admin Manager

2018 - 2019

##### Sonexo Homoeo Labratories (PVT.)LTD.

- Receiving the orders from the salesmen.
- Maintain the inventory (Ready the product according to the orders).
- Maintain over all the records of the sales in daily basics.
- Follow up the lower staff.
- Communication with customers and wholesalers.

### LANGUAGES

- English
- Urdu

### CONTACT

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Visa Status: Own Visa  
(Employment Visa)

Joining:Immediate

### EDUCATION

2019 - 2023

#### GOVERNMENT COLLEGE UNIVERSITY, FAISALABAD

- Bachelor of Business Administration (BBA)
- GPA: 3.27/ 4.0

2016 - 2018

#### CONCORDIA COLLEGE, LAHORE

- Intermediate (Computer Sciences)

2014 - 2016

#### B.I.S.E LAHORE

- Matriculation (Computer Sciences)

### SKILLS

- Kaizen Approach
- MS Office (Word,Excel,PowerPoint)
- Administrative Management
- Leadership and Management
- Strong analytical skills to assess challenges and implement effective solutions in administrative and academic settings
- Public Relations
- Teamwork
- Effective Communication