

# Mushtaq Ahmad

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(Dargai, Malakand, KPK, Pakistan) • (mushtaq.pci@gmail.com) • Ph# (+92-333-8289925)

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- **Personal Statement as Manager**

As a results-oriented, strategically-minded, and decisive manager, I bring a wealth of leadership skills and experience to propel teams toward achieving long-term objectives. Over the past few years, I have cultivated a diverse set of leadership and management skills that position me to seamlessly integrate into this role, contributing to the senior management team's efforts to establish high-quality, efficient, and effective operations.

- **Key highlights from my managerial career include:**

- **Project Management Excellence:**

Successfully led teams to deliver multiple time-sensitive projects, demonstrating adeptness in project management and an ability to meet tight deadlines.

- **Performance Review Expertise:**

Conducted comprehensive performance reviews with team members, ensuring that each individual performed their duties to the expected standards. This commitment to performance management fosters a culture of continuous improvement.

- **Budget Management Proficiency:**

Managed budgets aligned with commercial goals, prioritizing a cost-conscious approach to task completion. This not only optimized resource utilization but also contributed to the overall financial health of the organization.

- **Strategic Decision-Making:**

Made tough decisions to ensure the organization maintains its position as a market leader in highly competitive industries. These decisions have been pivotal in navigating and sustaining success in challenging market conditions.

Beyond day-to-day operational oversight, I have actively participated in shaping organizational policies and contributed to the recruitment process under the guidance of senior management. This involvement has allowed me to play a crucial role in maintaining a cohesive and effective operational community.

In summary, my track record reflects a commitment to driving success through effective leadership, strategic decision-making, and a keen focus on operational excellence. I am eager to leverage these skills to contribute significantly to the continued success of your team and organization.

- **WORK EXPERIENCE**

- **Admin/HR Manager**

Mar 2022 - Present

Smart Root Industries • Risalpur, District Nowshera, Pakistan

- To provide administrative support to GM (Admin/Fin)
- To undertake office telephone reception, including taking messages for other staff;
- To operate manual and computerized office systems, for example, filing papers and maintaining databases;
- Dealing with post, faxes, and internal and external e-mail inquiries
- Drafting and sending standard letters on behalf of the CEO and manager admin/HR
- Photocopying and collating papers and mailings

- Arranging for documents to be printed/bulk printing arrangements
  - Monitoring stocks of basic items, for example, stationery, paper, toner, etc ordering stationery, periodicals, books, equipment, and other items
  - Arranging travel and hotel accommodations frequently
  - Arrange an internal and external meeting this includes arranging dates, venues, arranging refreshments, and other requirements
  - To prepare an agenda of the meeting, To communicate the agenda and date of meetings to all concerned, to take minutes and notes at meetings
  - To prepare minutes of meetings and distribute them to all concerns
  - Ensure all office equipment is working eg Printer, scanner PCs, etc
  - Ensure telephone, fax, web page, and internet are in working positions
  - To ensure daily housekeeping
  - To ensure maintenance of Fans, Water motor, ACs, lighting, etc
  - To ensure the availability of drinking water in the office
  - To ensure the payment of utility bills
  - To keep a record of utility bills
  - To provide HR support to the organization, in liaison with the GM (Admin/Fin) and GM (Operation)
  - Ensure consistent Human Resources administration, including personnel files, contracts, job descriptions, annual leave, and sickness records
  - Ensure that all HR matters and files are treated in the strictest confidence at all times
  - Administer equal opportunities monitoring concerning recruitment and selection policy and procedures
  - Keep the staff handbook and induction manual up to date and relevant
  - To keep the attendance of staff
- **Relationship Officer (RO) Liability:** The First MicroFinance Bank Ltd  
December 2019-till March 2022  
**Note: Excellence Award winner for the Year 2020**
  - **Office Administrator Pakistan-China Institute (PCI) December 2012 to 2014**  
Pakistan-China Institute is a non-governmental, non-partisan, and non-political think tank and the only institute working to strengthen and expand bilateral relations in various sectors of national development.
  - **Resident Representative Pakistan China Institute in China 2010- December 2012**
  - **Admin/Press Secretary/Secretary to Senator Mushahid Hussain Sayed, Secretary General Pakistan Muslim League/Chairman of the Senate Defence and Defence Production Committee /Chairman Senate Foreign Relations Committee April 2006-2010**
  - **Admin/Security Officer/Account Officer Pakistan Muslim League Central Secretariat January 2009-2010**
  - **Incharge Pakistan Muslim League Relief goods October 2005-April 2006**

- **EDUCATION**

- **Masters of Arts: International Relations**

Jun 1998 - Jun 2001

Department of International Relations the University of Peshawar • Peshawar, Pakistan

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- **PROFESSIONAL SKILLS**

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- Mastery of Microsoft Office (Word, Excel)
  - QuickBooks for HR Management and Payroll
  - Comfortable working with Microsoft Windows.
  - Emails and drafting letters and applications.

- **LANGUAGE COMPETENCIES**

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- English: (speaking, reading, writing)
  - Urdu: fluent (speaking, reading, writing)
  - Pashto: Native language