



# Muzammil Hussain

COMPANY COORDINATOR, PROJECT COORDINATOR, PROJECT FACILITATOR, IT COORDINATOR, ERP, ODOO CUSTOMIZATION, FINANCIAL ASSISTANT, HUMAN RESOURCES, ADMIN & CLERICAL WORK.

## My Contact

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## Personal Information

- D.O.B: 23rd March 1995
- Martial Status: Single
- Nationality: Pakistani
- Passport No: WH6906971

## Education Background

- **ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD.**  
*Associate degree in mass communication (Degree Attested by UAE Embassy)*  
Completed in 2022
- **ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD.**  
*i-COM - Commerce*  
Completed in 2019
- **Federal Board of Intermediate Secondary Education, Pakistan**  
*SSC / Matric in Computer Science*  
Completed in 2013

## Objective

Ability to work with people of diverse backgrounds. Open and honest relationships at all levels, facilitating challenge trust and respecting the workplace. Excellent abilities to maintain Documentation. Excellent ability to work on as a company coordinator, Human resources, IT department & clerical work. Excellent command on Microsoft office, ODOO Customization

- Strong interpersonal skills & excellent communication skills & wheel power.

Create MOU and Agreement (Joint Venture, B2B, etc.). Maintain files and records with effective filing systems, Greet and assist visitors when they arrive at the office, Deal with customer complaints or issues, Monitor office supplies inventory and place orders, Assist in vendor relationship management, Excellent communication and interpersonal skills, Organized with the ability to prioritize and multi-task, Reliable with patience and professionalism. Organize and coordinate office operations and procedures.

## Professional Experience

- **Pak-China Huazi Green Energy Pvt Ltd | Islamabad, Pakistan**  
NOV 2022 – Present
  - **Alfalah EV Motors Pvt Ltd | Islamabad, Pakistan**  
MAY 2022 – Present
- Company Coordinator | IT Coordinator | Document Controller**

Key responsibilities:

- Oversee daily administrative tasks to ensure the smooth operation of the office.
- Manage office supplies, equipment, and facilities.
- Plan and coordinate events related to electric vehicles, such as product launches, exhibitions, or conferences.
- Arrange logistics, coordinate schedules, and ensure the success of events.
- Handle communication between various departments within the company.
- Draft and respond to emails, memos, and other official correspondence.
- Facilitate communication and collaboration among different teams, including engineering, marketing, sales, and customer support.
- Assist in the management of projects related to electric vehicle development, production, or marketing.
- Manage data related to electric vehicle sales, customer feedback, and market trends.
- Ensure the accuracy and security of data.
- Assist in crisis management and resolution, particularly related to issues affecting electric vehicle operations.
- Collaborate with relevant teams to implement solutions.
- Prepare reports on key performance indicators, project progress, and other relevant metrics.
- Maintain accurate documentation for internal and external purposes.

## Hard Skill

- Efficiently manage and prioritize tasks.
- Ability to meet deadlines and ensure timely completion of tasks.
- Schedule and coordinate events or meetings.
- Ability to handle multiple tasks simultaneously.
- Knowledge of any industry-specific software or tools.
- Data mining and analysis
- Ability to oversee and coordinate projects.
- Ability to work well in a team.
- Collaboration and coordination with various departments.

## Soft Skill

- Clear and concise verbal and written communication.
- Active listening to understand the needs and concerns of team members and stakeholders.
- Diplomacy and tact in handling sensitive issues.
- Flexibility to handle unexpected changes and challenges.
- Critical thinking to identify and address issues.
- Ability to take initiative and lead projects.
- Working effectively in a team-oriented environment.
- Maintaining the confidentiality of sensitive information.
- Upholding ethical standards in handling proprietary data.

## Languages

- English
- Urdu
- Punjabi

## Reference

Available upon request.

### **Alfalah Consultant Int., Pakistan | Islamabad, Pakistan**

*MAY 2022 – Present*

#### **Project Coordinator**

Key responsibilities:

- Establish and maintain relationships with clients to understand their needs and objectives.
- Act as a primary point of contact between the consulting firm and clients.
- Collaborate with clients to define project scope, objectives, and deliverables.
- Identify opportunities for improvement or optimization within the client's organization.
- Collect, analyze, and interpret data relevant to the consulting project.
- Use data-driven insights to inform recommendations and decisions.
- Stay informed about industry trends, emerging technologies, and best practices.
- Apply industry knowledge to enhance the consulting services provided.

### **Global Marketing Services | Rawalpindi, Pakistan**

*July 2021 – Jan 2022*

#### **Institution Officer**

Key responsibilities:

- Maintain files and records with effective filing systems, Maintain tender, Preparation Tender, Writing Letter, Update tender detail on SAP 2000, Entry on SAP 2000,.
- Create invoice on SAP 2000, Update Tender data Win or loss in SAP 2000.
- Arrange filling in all Regional wise record , Filling record also maintain in Excel file etc.

### **Hino Twin City Motors (3s Dealership) | Islamabad, Pakistan**

*July 2020 – July 2021*

#### **IT Officer / Data analytical**

Key responsibilities:

- My responsibilities were to ODOO Operating system Whole Database Control.
- Managing & Maintaining Software Database. Maintaining Record of All Department. Daily/Monthly revenue report, Accounts Receivable/Accounts Payable report making. Inventory Management Maintenance and Reconciliation of Accounts & Inventory with Branches.
- Preparation of different reports i.e. Monthly stock report, Demo / Backup & other as per requirement of management. Sort out problems of all departments related to ODOO.

### **Pak Multi Services Pvt Ltd., Pakistan | Rawalpindi, Pakistan**

*July 2017 – July 2019*

#### **Associate HR**

Key responsibilities:

- My responsibilities were to Receipt of attendance, Salary compilation on HR online software and updating, Submission of statements to Sr. Account officer, Social security and EOBI contribution preparation, EFU life assurance data updating monthly, Uniform and cleaning material data keeping,
- Response any query from customer regarding manpower supply (replacement and termination of janitorial staff),Preparation and updating of HR files, Preparation of letters( Account opening, appointment, experience other related letters),Follow-up of agreement renewal on Expiry, Selection and recruitment process, employees motivation & training.

### **IBN International Business Network (Pvt.) Ltd | Rawalpindi.**

*Jan 2014 – Dec 2016*

#### **Computer Operator**

- My responsibilities were to Data Processing, Data Center Experience, Informing Others,
- Reporting Skills, Supply Management, Independence, Productivity, Confidentiality,
- Documentation Skills, Equipment Maintenance, and Problem Solving.