

# Muhammad Kashif Waqar

Administrator / Admin Officer

## Contact Details

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## Objectives

Highly efficient and diligent administrative office professional with Thirteen years of experience in management. The Capable leader with excellent skills in delegating responsibilities to others and supervising and evaluating for effective task completion. Enthusiasm for delivering excellent service to customers and other visitors in the office setting. Commitment to upholding company policies and procedures when working with staff members and motivating the team. Strong organizational skills and excellent attention to detail when dealing with paperwork.

## Languages

**English:** Professional

**Arabic:** Professional

**Urdu:** Native

## Employment Experience

### Admin Officer

2019-2022

#### Allied Groups of Companies Pakistan

- Led company's administrative efforts by understanding growth trajectory.
- Managed office operations to drive a front desk, mail distribution, and security processes and procedures.
- Scheduled and supervised the work of administrative staff, providing guidance and feedback to ensure productivity and high-performance standards.
- Created and maintained monthly, quarterly and, yearly reports for management and corporate stakeholders.
- Supervised administrative assistants, providing support across all functions.
- Coordinated general administrative support for company leadership.
- Supervised administrative staff and provided training and orientation.

### Administrator / Admin Officer

2017-2019

#### Manjanbazam Cadet College Pakistan

- Implemented effective strategies to streamline office operations.
- Compiled and analyzed data to generate reports for business decision-making.
- Represented organization in public forums by speaking at community events or addressing members of the press.
- Created financial reports for decision-making and strategic planning.
- Participated in management meetings to discuss new directives and offer insights and suggestions to improve procedures.
- Developed emergency management plans for recovery decision-making and communications.

### Admin Officer

2013-2017

#### MHU Builders, Islamabad Pakistan

- Assisted the executive management team in making informed decisions by providing timely and accurate administrative support.
- Resolved issues, escalating major conflicts and concerns to appropriate personnel.
- Prepared purchase requisitions and payment requests, informing managers of resources required.
- Maintained office inventory by assisting with supply orders.
- Used Microsoft Office Suite to create and revise documents and presentations.
- Provided cross-coverage support for other administrative personnel.
- Coordinated equipment maintenance and repairs to maintain office productivity.

### Admin Officer / Admin Assistant

2009-2013

#### POL, Pakistan Oil Field, Attock, Pakistan

- Prepared spreadsheets, documents, and data analysis reports for presentations and supervisor review.
- Recorded profits and losses in databases and sorted financial documents in company filing systems.
- Tracked company inventories to prevent shortages and minimize equipment losses.
- Led planning and achievement of goals and objectives consistent with the agency's mission and philosophy.
- Coordinated employee schedules and set dates for company meetings and appointments.
- Created financial reports for decision-making and strategic planning.
- Performed invoicing and budget-tracking tasks to monitor financial progress.

## Professional Skills

- ❖ Skilled in Time Management and Strategic Planning
- ❖ Adept at Database organization and interpersonal Skills
- ❖ Passionate about Optimizing Office Productivity
- ❖ Administrative Skills
- ❖ Business Administration
- ❖ Task Management
- ❖ Purchase Orders
- ❖ Accounting
- ❖ Office Equipment & Supplies
- ❖ Time Management Skills
- ❖ Scheduling
- ❖ Data Entry & Analysis
- ❖ Presentation Skills
- ❖ Problem-solving Skills
- ❖ Organizational Skills
- ❖ Communication Skills
- ❖ Interpersonal Skills

## IT Skills

- ❖ MS Word
- ❖ MS Excel
- ❖ Power Point
- ❖ Adobe Photoshop
- ❖ In-Page Urdu & Arabic
- ❖ Typing (English & Arabic)
- ❖ Windows
- ❖ Google
- ❖ Software
- ❖ ERP & SAP

## Hobbies

- ❖ Reading
- ❖ Books Writing
- ❖ Traveling
- ❖ Researching
- ❖ Book Collections

## Education

<b>Master of Education (Management)</b> University of Swabi, KPK, Pakistan	<b>2017-2019</b>
<b>M.Phil (Islamic Philosophy)</b> GC University Faisalabad, Punjab, Pakistan	<b>2013-2016</b>
<b>Master of Arts (Islamic Studies)</b> University of Punjab Lahore, Punjab, Pakistan	<b>2009-2012</b>
<b>Bachelor of Arts (Arabic)</b> University of Punjab Lahore, Punjab, Pakistan	<b>2007-2009</b>
<b>Intermediate (Arabic, Islamic Studies)</b> BISE Rawalpindi, Punjab, Pakistan	<b>2005-2007</b>
<b>Matriculation (Physics, Chemistry, Biology)</b> BISE Rawalpindi, Punjab, Pakistan	<b>2001-2003</b>

## Diploma & Certifications

<b>Computer (Software &amp; Hardware)</b> IZAK Computers, Attock, Pakistan	<b>2007-2009</b>
❖ <b>MS Office:</b> (Word, Excel, Outlook, Power Point, OneNote, Access)	
❖ <b>Google Drive:</b> (Docs, Sheets, Slides, Forms)	
❖ <b>Spreadsheets :</b> (Excel, Google Sheets, Open Office)	
❖ <b>Email:</b> (Mail Merge, Filters, Folders, Rules)	
❖ <b>Presentations:</b> (PowerPoint, Google Slides, Open Office Impress)	
❖ <b>Quick books:</b> Expense tracking, Accounts Payable, Invoicing, Cash Flow Management, Employee Time Tracking, Reports, and Payroll.	
❖ <b>Hardware Skills :</b> System Administration, Network, Configuration, Software Installation, Window Installations	
❖ <b>Software Skills :</b> Software Installation, Window Installation	

<b>Capacity Building Certificate</b> Higher Education Commission, Islamabad, Pakistan	<b>2014</b>
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<b>Leadership Development</b> Frontier Corps Directorate, Quetta, Pakistan	<b>2020</b>
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<b>Leadership &amp; Managements</b> APSACS Directorate, Quetta, Pakistan	<b>2022</b>
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## Achievements

<b>Certificate of Merit    Best Administration</b> Pakistan Oil Field Limited, Punjab, Pakistan	<b>2011</b>
<b>Certificate of Merit    Best Management</b> Cadet College Tarbella, KPK, Pakistan	<b>2018</b>
<b>Certificate of Merit    Best Management</b> Allied Groups, Islamabad, Pakistan	<b>2020</b>