

Amjad Hassan Awan

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Summary

Seasoned professional with over 24 years of experience in strategic planning, institutional development, and project management across both public and private sectors. Demonstrates a proven track record of achieving measurable results through leadership, in-depth business analysis, and a diverse skill set spanning IT, business development, and operations management. Holds advanced degrees including MPA&MBA, complemented by substantial hands-on experience in Human Resources and Administration. Renowned for enhancing organizational efficiency, transparency, and service delivery while effectively collaborating with senior management to achieve Board of Directors' strategic objectives. Possesses strong organizational, interpersonal, and ethical standards.

Work Experience

Accounts Officer (AO) (under Project Management Unit – PMU)

Establishment of National Center of Industrial Biotechnology- PMAS-AAUR.(Sep 2020)

Accomplished in managing administrative and financial operations, including budgeting, fund allocation, salary processing, and vendor agreements. Skilled in compliance with government regulations and coordination with P&D, HEC, AGPR, and other institutions. Experienced in maintaining inventory, office security, and project documentation.

Manager Accounts / Admin

FATA Secretariat – Project Management Unit (PMU) - Rural Livelihood and Community Infrastructure Project (RLCIP) (Oct 2014 - Sep 2017 (2 year 11 months))

The FATA Secretariat – Rural Livelihood and Community Infrastructure Project (RLCIP), overseeing a \$20M project aimed at improving livelihoods in marginalized communities through community-driven development. Managed HR, finance, and administration, ensuring smooth coordination with teams and government institutions in disaster-prone areas.

Company Secretary / Dy. Manager (Admin / Accounts)

Pakistan Environmental Planning and Architectural Consultants (PEPAC) Ministry of Climate Change – Islamabad (Aug 2009 - Oct 2014 (5 years 1 months))

Company Secretary & HR Manager at Pakistan Environmental Planning and Architectural Consultants (PEPAC). Managed Board meetings, coordinated with government agencies, ensured strict HR policy implementation, and oversaw recruitment and general administration. Led contract management, liaised with clients, and ensured smooth project execution.

Assistant Project Manager (HR-Admin)

Electronic Government Directorate (EGD) M/O Information Technology - Islamabad (Aug 2001 - Aug 2009 (9 Years))

Experienced in IT project development and business process improvement at the Electronic Government Directorate (EGD), with a proven ability to streamline operations, support project leadership, and implement best practices. Led HR recruitment, onboarding, and employee facilitation, ensuring smooth organizational workflows. Strong collaboration and problem-solving skills in dynamic environments.

Admin / Transport Officer

Pakistan Revenue Automation Ltd (PRAL) (Jan 2000 - Aug 2001 (1 Year 7 months))

Served as Officer (General Admin / Transport) at PRAL, responsible for general administration, transport management, vendor coordination, and office supplies management. Handled medical and contingent billing, personal files, and leave records for 500+ employees. Provided secretarial support and ensured maintenance of office equipment and transport facilities.

General Admin/ Marketing Executive

VIP Marketing (Jan 1999 - Jan 2000 (1 Years))

Officer (General Admin / Marketing Executive) at VIP Marketing, a real estate company specializing in marketing and sales of projects within Pakistan. Reported to the Manager Admin and CEO, handling general administration and supporting marketing efforts.

Education

Gomal University

1. MBA (Master of Business Administration) 2006 – 2008
2. MPA (Master of Public Administration) 1996 – 1998

Professional Courses

PMD: PROJECT MANAGEMENT PROFESSIONAL DIPLOMA (PMP- Diploma)

Understanding Projects in Organizations, Planning for scope and parameters, Managing Project Resource and Quality, Managing Project Costs & Risks, Qualities of Project Manager, Implementing Project.

Duration : May 21, 2008 to Sep 17, 2008

Institution : CASE

Skills

- Project Management • Cross-functional Team • Financial Management • Administrative Management
- Human Resources Management • Governance and Compliance • Contract and Vendor Management
- Transport and Logistics Management