

● **Professional Career Objective:**

- I Seek To Reach The Future First Through My Continuous Efforts And Sincere Professional Attitude As Future Belongs To Those Who See Possibilities Before They Become Obvious. In Short, I Want To Prove Myself Through Using Generic & Functional Skill.

● **Educational Background:**

● Education:

- **Ph.D In Sociology**
- Enrolled (Spring-2025)
- International Islamic University Islamabad Pakistan.
- **M.PHIL In Sociology**(2021-2023)
- Riphah International University Islamabad Pakistan.
- Research Work Is **Causes And Implications From Rural To Urban Migration In District Layyah.**
- **BS In Sociology** (2016-2020)
- University Of Sargodha, Sargodha Pakistan.
- Research Work Is **Internal Migration Due To Climate Change.**

● Certification In:

- **Internship Certificate In The Office Of Medical Social Officer Medical Social Services Unit District Headquarters Hospital Layyah.**

● **Management Skills:**

- Judgment Analytical Eye,
- Excellent Leadership & Interpersonal Communication,
- Dedicated, Enthusiastic, Self-Motivated,
- Project Management,
- To Identify Risks Before And During The Project Cycle,
- Risk & Conflict Management,
- Human Resource Development,
- Proficient To Make Timely Decisions.

● **Professional & Project Experiences:**

- **Admin Officer In Khyber College Of Commerce And Computer Science Kot Sultan District Layyah**
- **Job Responsibilities:**
- **Administrative Support:** Providing Administrative Assistance To The College Management, Faculty And Staff.
- **Student Services:** Handling Students Inquiries, Admissions, Registration And Other Student Related Matters.
- **Record Keeping:** Maintaining Accurate And Up-To-Date Record, Including Student Files, Attendance And Academic Records.
- **Event Management:** Assisting With The Organization And Coordination Of The College Events, Such As Seminars, Workshop And Ceremonies.
- **Financial Management:** Assisting With Budgeting, Financial Reporting And Procurement Processes.
- **Human Resource:** Supporting HR Functions, Including Recruitment, Staff Development And Employee Relations.
- **Facilities Management:** Overseeing The Maintenance And Upkeep Of College Facilities And Infrastructure.

● **As a Researcher:**

- Conducted Field Visits To Sites To Ensure The Implementation And Supervision Of Ongoing Shelter Project Activities,
- Identification Of The Vulnerable Groups, Individuals In The Target Community,
- Assessment Work During Flood February 2018 In District Layyah - Punjab Province,
- Co- Facilitate In The Survey About The People Who Live In Kachi Abadi, District Layyah Punjab Province (December 2019) ,
- (02) Months Internship Related “ Medical Social Officer Work In Medical Social Services Unit District Headquarters Hospital Layyah- Punjab Province (July - August 2019).
- Provide Co- Facilitate In The Survey About “ People Affected By Flood In District Layyah ” - Punjab Province (July 2010).
- Research Assignment On “Internal Migration Due To Climate Change ” In District Layyah Punjab Province (October 2019).

MUHAMMAD AWAIS

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● Professional Expertise:

● SKILLS	● ABILITIES
● Monitoring & Evaluation	● Demonstrated Experience Of Developing Monitoring & Evaluation Plans, Gathering Information On Prescribed Formats, Analyzing The Information Gathered And Preparation Of Reports As Per Analysis.
● Communication	● Good Capacity To Communicate Clearly, Both Oral & Writing, Ability To Make Contacts Easily And To Work As Part Of A Team In A Multicultural Environment.
● Personal Qualities	● Flexibility To Work Under The Pressure And To Respond Quickly To New Demands And High Degree Of Responsibility
● Computer Experience	● Excellent Working Skills Of MS Office, SPSS, PowerPoint, In-Page Emails And Internet Use Etc.

● Publications:

- The Sociological Trends Of Fast Food Among Youth And Implications On Their Health In District Faisalabad.
- An Investigation About Problems Related To Illness And Disorder (A Case Study Of District Muzaffargarh Punjab Pakistan).