
S. M. Mehmood Shah

Manager – Administration | Operations | Coordination

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Professional Summary

Results-driven professional with over 25 years of diverse experience in administration, operations, finance, and coordination across reputable organizations, including the United Nations ILO, Siemens, and Pakistan's Ministry of Labor. Holding dual MBAs in Human Resource Management and Finance, I bring a robust track record of leadership, strategic planning, and cross-functional collaboration, consistently ensuring efficient execution and process improvements in dynamic work environments.

Professional Experience

Head of Operations

Stillman's (Pvt) Ltd | **Apr 2024 – Dec 2024**

Led operations across departments, ensuring efficiency, compliance, and alignment with business goals.

Liaison Officer to the Country Head

Siemens | **Jan 2018 – Apr 2024**

- Served as the primary liaison between the Country Head and stakeholders.
- Supported strategic planning and facilitated key initiatives across departments.
- Coordinated high-level meetings, documented minutes, and ensured timely follow-ups.

Manager – Admin & Business Development

Teknica Power Systems | **Dec 2015 – Dec 2017**

Managed administrative functions and contributed to business development and client relations.

Manager – Admin & Finance

ITC Communications Pvt Ltd | **May 2014 – Nov 2015**

Oversaw day-to-day administrative and financial operations.

Manager – Admin & Accounts

Teknica Power Systems | **Oct 2012 – Apr 2014**

Directed financial processes and supported project execution and documentation.

Commercial Officer

Siemens | **Oct 2008 – Sep 2012**

- Managed budgets and site finances; supervised petty cash and operational compliance.
- Coordinated project schedules, resource planning, and cost control.
- Acted as liaison with clients for claims and project needs.

Assistant Accounts Officer (BPS-16)

Allama Iqbal Open University | **Jun 2007 – Sep 2008**

Supervised billing operations and managed academic script evaluations.

Assistant Manager – Admin & Accounts

WorldCall Communications Ltd | **Feb 2006 – Jun 2007**

Senior Assistant – General Administration

Workers Welfare Fund (Ministry of Labor & Manpower) | **May 2002 – Feb 2006**

- Streamlined correspondence and documentation processes.
- Prepared tender documents and supervised financial administration of projects.

Admin & Finance Assistant

United Nations ILO | **Sep 1999 – Nov 2001**

Education**MBA – Finance**

Allama Iqbal Open University | Graduated: Jan 2007

MBA – Human Resource Management

Hamdard University | Graduated: Jan 2005

Bachelor of Commerce (B.Com)

Punjab College of Commerce | Graduated: Jan 1998

F.Sc (Pre-Engineering)

Islamabad College for Boys | Graduated: Jan 1994

Key Skills

- Administrative & Financial Management
 - Operational Strategy & Coordination
 - Organizational Development
 - Written & Verbal Communication
 - Team Leadership & Staff Supervision
 - MS Office Proficiency
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Languages

- **Urdu** – Native
 - **Punjabi** – Native
 - **English** – Proficient
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