

Muhammad Asjad Sheraz

Senior Executive Corporate Affairs @PSW

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Summary:

Motivated and detail-oriented Corporate Affairs professional with over two years of experience in corporate governance & compliance, administrative support, stakeholder coordination, and documentation management. Skilled in maintaining corporate records, organizing high-level meetings, enhancing operational efficiency through effective communication and data handling.

Professional Experience

1. Pakistan Single Window (PSW), Islamabad

- **Senior Executive – Corporate Affairs** | **November 2024 – Present**
- **Corporate Affairs Executive** | **May 2023 – October 2024**
 - Coordinated with administrative departments to organize Board and Committee meetings.
 - Maintained dispatch register and master files for all official correspondence.
 - Ensured statutory registers were maintained in accordance with corporate regulatory requirements.
 - Managed official meeting documentation including agendas, working papers, and attendance logs.
 - Performed document management functions such as scanning, filing, and archiving.
 - Supported senior management in preparing and circulating working papers and agendas for board & committee meetings.
 - Maintained accurate documentation and records for Board/Committee meetings.
 - Provided support for high-level corporate events and meetings.
 - Handled compliance documentation in accordance with applicable laws and internal policies.

2. Habib Bank Limited (HBL), Islamabad.

- **SME Trainee** | **January 2023 – February 2023**
 - Conducted client outreach and business development to onboard SMEs.
 - Assessed customer financial requirements and assisted in structuring credit facilities.
 - Acted as liaison between clients and internal credit teams to ensure seamless service.
 - Strengthened client relationships to enhance retention and satisfaction levels.

Education

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| ➤ Master Of Commerce (M. Com)
Rawalpindi College Of Commerce | 2022
 University Of The Punjab, Lahore |
| ➤ Bachelor Of Commerce (B. Com)
Rawalpindi College Of Commerce | 2019
 University of The Punjab, Lahore |
| ➤ Intermediate In Commerce (I. Com)
Leadership Colleges Network | 2017
 BISE, Rawalpindi |
| ➤ Matriculation (Computer Science)
Muslim International High School | 2015
 BISE, Rawalpindi |

Areas of Expertise

- Corporate Governance & Compliance
- Stakeholder Coordination
- Document & Record Management
- Board & Committee Meeting Facilitation
- Dispatch Register & Master Filing Systems
- Business Correspondence & Letter Writing
- Client Relationship Management
- Administrative Support
- Microsoft Office (Word, Excel, PowerPoint)

Languages Known

- Urdu
- English

Hobbies & Interests

- Cricket
- Travelling
- Movies