

Muhammad Shahid Murad

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PROFESSIONAL SUMMARY

Detail-oriented **Administrative & Operations Manager** with 8+ years of expertise in office management, compliance, financial administration, and team leadership. Proven ability to streamline workflows, ensure regulatory adherence, and enhance operational efficiency across diverse sectors. Strong multitasker with excellent organizational and communication skills.

EDUCATION

M.Sc. International Relations 2018

National University of Modern Languages (NUML), Islamabad

Bachelors in Journalism & International Relations 2014

University of Sargodha

F.Sc. (Pre-Engineering) 2011

Federal Board of Intermediate & Secondary Education, Islamabad

Matriculation (Science) 2009

Federal Government College (FGC), Islamabad

EXPERIENCE

Administrative & Operations Manager

Butt Paint | 2023 – Continue

- Managed daily office operations, including documentation, vendor coordination, and inventory control.
- Supervised administrative staff and streamlined workflow processes.
- Ensured compliance with company policies and regulatory requirements.
- Handled financial recordkeeping, procurement, and audit preparations.

Administrative Officer

Quaper Pharma | 2022 – 2023

- Oversaw office administration, including record maintenance and compliance checks.
- Coordinated interdepartmental communications and logistics.
- Assisted in payroll processing and financial reporting.
- Maintained 100% accuracy in document control for audits.

Administrative & Compliance Coordinator

Dare Arqam | 2020 – 2022

- Managed student records, fee collections, and regulatory documentation.
- Developed SOPs for administrative efficiency and compliance.
- Conducted internal audits and ensured adherence to education policies.

Office Administrator

CMH Hospital 2018 – 2020

- Handled patient records, billing, and front-desk operations.
- Assisted in HR tasks, including attendance and payroll support.
- Ensured smooth communication between departments.

SKILLS

1. **Office Management** - Streamlining daily operations for efficiency.
2. **Compliance & Auditing** - Ensuring adherence to policies/regulations.
3. **Document Control** - Maintaining accurate records & filing systems.
4. **Financial Recordkeeping** - Handling invoices, payroll, and budgets.
5. **Vendor & Procurement Management** - Negotiating contracts and supplier coordination.

HOBBIES

Cricket | Reading Books | Mobile Games | Creative Writing

LANGUAGES

- English
- Urdu
- Punjabi

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VOLUNTEER WORK

| Kar e Kamal - Social Welfare Organization

2018-Present
