



Lt Col Muhammad Ayub, TI (M) (Retd)

ABOUT ME

An Army Officer, retired after successful completion of 25 years of military service, with a unique blend of qualifications and experiences: Presentably working as Manager Admin and HR Foundation University.

Education

Master in Public Administration 2020

COMSATS university Islamabad Attock Campus

Other Certifications

- **Logistics Staff Course**
Army School of Logistics 2009
- **Logistics and HR Management**
IBA Karachi
- **Material Management**
Allama Iqbal Open University

SKILLS

- Leadership & Management
- HR Management & Administrative Skills
- Organizational Ability
- Security and Protocol
- Interpersonal communication Skills
- Conflict resolution
- Critical Thinking & analytical ability
- Problem solving & negotiation
- Adaptability & versatility

Present Address

House 22, Street 7
Sector B, DHA Phase-1, Islamabad

Phone

0333-8129188

WORK EXPERIENCE

Foundation University Islamabad

Manager Admin & HR (2021 – Todate)

- Manager Admin and HR Foundation University Islamabad.
- Responsible for HR Management of University secretariat and its schools.
- Implementing HR Policies and Procedures.
- HR planning and talent acquisition for vacant position of University and data management of employees.
- Dealing employee Compensations and benefits of over 1000 employees.
- Responsible for the Administration of FUI secretariat and its schools including Procurement, Maintenance, Security contracts and vender's management.
- Organizing routine and annual university events.
- Managing Admin, Logistics and maintenance budgets.
- Managing transport fleet of University.
- Act as Staff officer to Rector FUI. Planning and coordinating various activities, visits / functions attended by Rector.

Pakistan Army (1995 - 2020)

- Served Pakistan Army for 25 years having diverse experience and skills
- Planned, executed and Coordinated Operational Administration, Training, HR & Security being a Principal Staff Officer.
- Accomplished diverse management roles in Junior senior/ mid level leadership positions at various Army Setups, including GHQ, Gilgit Baltistan Scouts, HIT Texila and Pakistan Rangers Sind.

CONTACTS

Permanent Address

River View Road Napura
Baseen, Gilgit

E-Mail

gltbln73@gmail.com