

HAMMAD RAZA

Kohawar Kalan Darya Khan Bhakkar Punjab, Pakistan.

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Career Summary

A highly motivated and enthusiastic administrative assistant with experience of working as part of a team in a busy office environment. Well organized and proactive in providing timely, efficient and accurate administrative support to the Site Head and work colleagues.

Approachable, well presented and able to establish good working relationships with a range of different people. Possessing a proven ability to generate innovative ideas and solutions to problems. Currently looking for a Suitable position with a reputable and ambitious company.

Responsibilities as a Personal Assistant

- Office management
- Administrative support
- Minute Taking
- Report writing
- Presentations
- Diary management

Profesional EXPERIENCE:

KMI GROUP

(FA Plant, MDF & Lamination Chipboard)

Executive Assistant (June 11 2025 to fill date.)

Represented the organization in welcoming and assisting clients, visitors, and associates. Provided daily administrative support and ensured smooth interdepartmental coordination.

Responsibilities:

Supervised office support staff, delegated tasks, and monitored performance. Managed all communication channels, including calls, emails, and correspondence. Maintained office inventory and handled local procurement needs. Prepared and tracked local purchase orders; ensured timely deliveries and invoice processing. Drafted and formatted reports, documents, and presentations using MS Office Suite. Scheduled and coordinated meetings, reviews, and operational events. Maintained accurate physical and digital records in line with documentation standards.

Almoiz Industries Limited, D.I. Khan.

Sugar (Cane & Beet), Power Plant, Steel & Rolling Plant and Vegetable Dehydration Plant

Personal Assistant to Resident Director (November 01,2022 to June 10,2025)

Present, working as part of a team and supporting the Project Head. Responsible for the day-to-day tasks and administrative duties of the office.

Responsibilities:

Meeting and greeting clients and visitors to the office. Supervising the work of office juniors and assigning work for them. Managing incoming & outgoing calls, correspondence and filing. Monitoring inventory, office stock and ordering supplies as necessary. Responsible for

Local purchase orders. Raising of purchase orders and invoice tracking.
Creating and modifying documents using Microsoft Office. Setting up and coordinating meetings and conferences. Updating, processing and filing of all document.

Punjab Group of Collages & Summit Schools Bhakkar

CUSTOMER RELATIONSHIP OFFICER (CRO) (From March 03, 2020)

Present, working as a team and supporting to the Competent Authority and Principal of the collage.

Responsibilities:

Meeting and greeting clients and visitors to the office. Supervising the work of office juniors and assigning work for them. Managing incoming & outgoing calls, correspondence and filing. Dealing with parents. Arrangements of the events and dealing with the marketing persons. Record keeping, admission procedure, manage weekly activities in classes.

Allied Schools Dullewala Campus Bhakkar

Administrative Assistant (From Nov 2018 to Feb 2020.)

Meetings with parents and the clients, attending the meetings with the Govt. officials and the local Influencers, to conduct circular and in circular activities, managing the trips and tours, planning's and schedules the education activities. Working as a team and supporting to the Competent Authority and Principal of the institute.

Ali Institute of Education (AIE) Lahore (12 October 2016 to 15 Oct 2018.)

Working as School Facilitator & Literacy Leader In different projects organized by different organizations which were as follows:

- Girls Right to education (GREP) organized by UNESCO.
- Creative Writing Project
- Creative Learning Project (CLP)

Strategies to Empower People (STEP)

Working as Master Trainer and Filed Monitor Annual Status of Education Report (ASER) (25 SEP 2015 to 15 September 2016)

KEY SKILLS AND COMPETENCIES

- Strong organizational, administrative and analytical skills.
- Excellent spelling, proofreading and computer skills.
- Ability to maintain confidentiality.
- Excellent working knowledge of all Microsoft Office packages, In page, CorelDraw.
- Ability to produce consistently accurate work even whilst under pressure. Ability to multi task and manage conflicting demands.

Academic Record.

Matriculation	Bise Sargodha	519/850
DAE Chemical	PBTE Lahore	2229/3400
B. Tech Chemical	Pimsat Lahore	3.4/4
M.A Social Work	UOS Sargodha	2.7/4
B.Ed Education	AIU Islamabad	1256/1800

Professional Courses/Trainings

- Effective Letters, Reports & Presentations
- (5 -Day training from PIM (Pakistan Institute of Management Lahore)

REFERENCES

Available on request.