

CURRICULUM VITAE



Personal Information

Name: Muhammad Younis

Email: my753091@gmail.com

Birthdate: 15 Mar 1982

Nationality: Pakistan

District: Layyah

Marital status: Married

Postal Address:

NUMS, Admin Directorate, PWD Campus, Islamabad

Home Address:

**Vill, Chak No 237/TDA PO, Chak No 239/TDA,
Tehsil: Karor Lal Esson, Distt: Layyah (Punjab, Pakistan)**

Father: Muhammad Yousaf

CNIC: 32202-2513607-3

Gender: Male

Mobile: 0306-6304778

Domicile: Punjab

Religion: Islam

Disability: No

Education Qualification

Degree/ Certificate	Subject	Pass Year	Board/ University	Division
Master	Health& Physical Education	2021	SUIT Peshawar	1 st
BA	Economics & Health and Physical Education	2002	BZU Multan	2 nd
FA	Economics & Health and Physical Education	2000	DG Khan	2 nd
Matric	Science	1997	DG Khan	2 nd

Filed of Experience.

- Ministerial/Office Staff
- Administration
- Finance
- Management
- Accountancy & Finance
- Human Resource
- Communications
- Audit
- Sports
- Examination

Job/Work Experience (Total Experience, 20 Years)

- Assistant, in National University of Medical Science (NUMS), Islamabad, (Admin Directorate Since March 2023 to date)

Roles & Responsibilities

a. Overall Responsibility of Administrative Office

- Ensure smooth day-to-day operations of the administrative office.
- Coordinate between departments and oversee implementation of office procedures and policies.

b. **Handling Petty Cash**

- Maintain records of petty cash transactions.
- Disburse funds for minor office expenses following proper approval procedures.

c. **Hostel Record Management**

- Maintain updated records of hostel residents.
- Coordinate room allocations, check-ins/check-outs, and related administrative processes.

d. **Correspondence with Departments/Offices**

- Draft and respond to official letters, memos, and emails.
- Act as liaison between the admin office and other internal/external departments.

e. **Administrative and Security Matters**

- Supervise security personnel and ensure compliance with safety protocols.
- Oversee administrative tasks such as office maintenance, logistics, and staff coordination.

f. **Procurement of New Items**

- Initiate purchase requests and coordinate with procurement departments.
- Ensure cost-effectiveness and adherence to procurement policies.

g. **Recoupment of Petty Cash**

- Prepare petty cash statements and submit for reimbursement.
- Ensure timely recoupment to avoid operational delays.

h. **Building Repairs and Maintenance**

- Identify repair and maintenance needs.
- Coordinate with relevant contractors or internal teams to carry out timely work.

i. **Management of Utility Bills (Electricity, Telephone, etc.)**

- Monitor and verify utility bills.
- Ensure timely payment to avoid service disruptions.

j. **MDCAT Exam – Support Staff Duties**

- Provide logistical and administrative support during MDCAT examinations.
- Assist in exam setup, coordination, and follow-up processes.
- Make sure payment of deputy superintendents and Invigilators staff etc.

2. **Admin Clerk**

In Headquarters Anti-Narcotics Force, Rawalpindi (From May 2018 to Jan 2022)

Roles & Responsibilities

b. **Documentation**

- Handle all official documentation related to operations, logistics, and personnel.
- Maintain updated and organized filing systems for both digital and hard-copy records.
- Prepare and verify documents required for internal and external audits.
- Ensure documentation complies with official rules, security protocols, and data protection guidelines.
- Assist in preparation of reports for senior command and external agencies.

c. **Claim TA/DA of Individuals**

- Process TA/DA claims of officers and staff.
- Scrutinize claim forms for accuracy and eligibility as per government/ANF policies.
- Coordinate with finance/accounts department for timely disbursement.
- Maintain records of all processed claims.
- Provide guidance to individuals on how to complete TA/DA forms properly.

d. **Process Quarters Allotment**

- Manage applications for government accommodation/housing.
- Maintain updated records of available quarters and occupancy status.
- Process allotment requests based on eligibility, seniority, and availability.
- Coordinate with Estate Office or relevant authority for approvals.
- Handle grievances or requests related to housing issues.

e. **Recruitment Process of ANF**

- Assist in planning and execution of recruitment drives (civilian and uniformed).
- Publish advertisements, manage applications, and maintain applicant databases.
- Coordinate physical, written, and interview schedules.
- Prepare recruitment-related documents (shortlists, interview panels, call letters).
- Ensure compliance with recruitment policy and procedures.
- Maintain records of selected candidates and joining.

f. **Control Movement of Persons**

- Maintain movement registers/logs for all personnel (in/out duty, leaves, deployments).
- Issue movement orders and travel authorizations.
- Track personnel on temporary duties, courses, or operations.
- Coordinate with units and field offices to monitor and report movements.
- Support planning for personnel deployment or redeployment.

3. **Assistant Clerk**

In Pakistan Army (From Jan 2023 to Apr 2018)

Roles & Responsibilities

a. **Documentation**

- Maintain and update personal files of all unit personnel.
- Prepare and process service documents, discharge books, and identity documents.
- Handle posting, promotion, leave, and casualty documentation.
- Maintain computerized and hardcopy records.

b. **Sports Clerk**

- Maintain sports inventory and equipment records.
- Organize and manage sports events and tournaments.
- Maintain record of sports achievements and participation.
- Handle logistics for sports teams (transport, kits, etc.).

c. **Pay and Allowances**

- Maintain records of soldiers' pay, allowances, and deductions.
- Prepare monthly pay sheets and forward them to relevant pay offices.
- Resolve pay-related issues and discrepancies.
- Maintain leave encashment and financial claim records.

d. **Publication**

- Maintain record of official publications (Army Orders, Instructions, etc.).
- Distribute circulars, SOPs, and training material to relevant sections.
- Ensure outdated publications are archived or replaced.

e. **Training Matters**

- Maintain training schedules and attendance records.
- Coordinate internal and external courses.
- Prepare nominal rolls for training institutions.

- Compile training performance reports and maintain related files.

f. **Company Account Matter**

- Handle financial matters related to the company (unit funds, mess funds).
- Maintain company account ledgers and cashbooks.
- Prepare monthly financial statements and ensure audits.
- Disburse and collect funds as per regulations.

g. **PA to Senior Officer**

- Manage the senior officer's schedule, appointments, and correspondence.
- Draft letters, reports, and maintain personal files.
- Coordinate meetings and briefings.
- Handle communication (phone, email, fax) and visitors.

h. **Enrolment Clerk**

- Process new inductions and maintain enrolment records.
- Assist in recruitment documentation and initial verification.
- Maintain physical and medical test results.
- Coordinate with recruitment centers and training depots.

Skill

- Filling of Income Tax Return
- MS Office
- MS Power Point
- MS Excel
- Inpage
- Email / Fax

Training/Certification

a.	Basic Clerk Course	2003	ASL, Murree	A
b.	Basic Computer Course	2006	Lahore	A
c.	Computer Proficiency Course	2011	Sialkot	B+
d.	Basic IT Course	2020	NITB Islamabad	Qual
e.	Advance IT Course	2021	NITB Islamabad	Qual

Languages

a.	Urdu	Native
b.	English	Conversational
c.	Punjabi	Flaunt
d.	Saraiki	Native
e.	Pashto	Conversational

Individual Signature: _____


16/9/25